

# APPENDIX A

MD-715 Report Acronyms List

ADR – Alternative Dispute Resolution  
AI/ANEPM – Asian American/Pacific Islander Emphasis Program, American  
Indian/Alaska Native Emphasis Program Manager  
AISES – American Indian Sciences and Engineering Society  
BEPM – Black Emphasis Program Manager  
CEP – Career Enhancement Program  
CR – Civil Rights  
CRAC – Civil Rights Advisory Committee  
CRD – Civil Rights Division  
CRIA – Civil Rights Impact Analysis  
DEPM – Disability Emphasis Program Manager  
DR – Departmental Regulations  
EEOC – Equal Employment Opportunity Commission  
EEO – Equal Employment Opportunity  
EO – Equal Opportunity  
FAPAC – Federal Asian Pacific American Council  
FEORP – Federal Equal Opportunity Recruitment Plan  
FWPM – Federal Women Program Manager  
GM – General Manager  
GS – General Schedule  
HACU – Hispanic Association of Colleges and Universities  
HBCU – Historically Black Colleges and Universities  
HEPM – Hispanic Emphasis Program Manager  
HR – Human Resources  
HRMD – Human Resource Management Division  
HSI – Hispanic Serving Institutions  
LEAD – Leadership for the Employment of Americans with Disabilities  
LULAC – League of United Latin American Citizens  
MANRRS – Minorities in Agriculture, Natural Resources and Related Sciences  
MD – Management Directive  
NCLF – National Civilian Labor Force  
NCRC – National Civil Rights Committee  
NFC – National Finance Center  
NHQ – National Headquarters  
NRCS – Natural Resources Conservation Service  
NSEPM – National Special Emphasis Program Manager  
OAC – Office of Adjudication and Compliance  
OMB – Office of Management and Budget  
OPM – Office of Personnel Management  
OSC – Office of Special Counsel  
PMC – Position Management Committee  
RA – Reasonable Accommodation



RAC – Regional Assistant Chief  
RCLF – Relevant/Occupational Civilian Labor Force  
RSNOD – Race, Sex, National Origin and Disability  
SES – Senior Executive Service  
SEPM – Special Emphasis Program Manager  
USDA – United States Department of Agriculture  
WINS – Washington Internships for Native Students  
WG – Wage Grade

# APPENDIX B

### MD-715 Report Definitions List

(The following definitions apply to Management Directive, 715)

- **Administrative Support Workers** – Includes all clerical-type work regardless of level of difficulty, where the activities are predominately non-manual though some manual work not directly involved with altering or transporting the products included. Includes: bookkeepers, collectors (bills and accounts), messenger and office helpers, stenographers, typist and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.
- **Applicant Flow Data** - Information reflecting characteristics of the pool of individuals applying for an employment opportunity.
- **Barrier** - An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.
- **Civilian Labor Force** - Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.
- **Craft Workers (Skilled)** – Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.
- **Disability** - For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on an Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. parts 1630.2 applies.
- **EEO Groups** - Members of groups protected under Title VII of the Civil Rights Act and other Federal guidelines. Includes White Men, White Women, Black Men, Black Women, Hispanic Men, Hispanic Women, Asian Men, Asian Women, Native American Men, Native Hawaiian Other Pacific Islander Men, Native Hawaiian Other Pacific Islander Women, and Persons with Disabilities.



- **Employees** - Members of the agency's permanent or temporary workforce, whether full or part-time and whether in competitive or excepted service positions.
- **Employment Decision** - Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, disciplinary action and termination.
- **Federal Categories (Fed9)** - For the first time EEOC is requiring agencies to report their workforce data by aggregating it into nine employment categories. These categories are more consistent with those EEOC uses in private sector enforcement and will permit better analysis of trends in the federal workplace than previous categories used. The Commission has created a Census/OPM Occupation Cross-Classification Table by OPM Occupational Code (crosswalk) which assists agencies in determining the categories in which to place a position through use of the position's OPM or SOC codes or the OPM or Census Occupation Title. The crosswalk may be accessed at the Commission's website.
- **Fiscal Year** - The period from October 1 of one year to September 30 of the following year.
- **Goal** - Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.
- **Laborers (Unskilled)** - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, ground keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.
- **Major Occupation** - Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
- **Officials and Manager** - Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, division or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four sub-categories: (1) **Executive/Senior-Level**, (2) **Mid-Level**, (3) **First-Level** and (4) **Other**. When an employee is classified as a supervisor or manager, that employee should be placed in the Officials and Managers category rather than in the category in the crosswalk that they would otherwise be placed in based on the on their OPM occupational code. Those employees classified as supervisors or managers who are at the GS-12 level or below should be placed in the **First-Level** sub-category of Officials and



Managers, those at the GS-13 or 14 should be in the **Mid-Level** sub-category and those at GS-15 or in the SES should be in the **Executive/Senior-Level** sub-category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth category called "**Other**" contains employees in a number of different occupations which are primarily business, financial and administrative in nature and do not have supervisory or significant policy responsibilities. For example, Administrative Officers (OPM Code 0341) are appropriately placed in the "**Other**" sub-category.

- **Operatives (Semiskilled)** - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanic, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewer and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilier and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.
- **Professionals** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors, and kindred workers.
- **Reasonable Accommodations** - Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability.
- **Relevant Labor Force** - The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.
- **Sales** - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales-workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

- **Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.
- **Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job-training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

# APPENDIX C



## Reasonable Accommodations Report

This table represents reasonable accommodations provided to NRCS employees with disabilities in FY2015

TYPE OF ACCOMMODATION REQUESTED	NUMBER REQUESTED	NUMBER GRANTED	COST OF ACCOMMODATION
Ergonomic Desks/Chairs	32	29	Range from \$300 up
Telework	20	16	
Flexible Schedule	5	5	
Disability Parking Permit	6	6	
Assistive Technology	13	12	CAP provides
Office lighting	3	3	
Voluntary demotion	1	1	
Driving	2	1	
Reassignment of duties	4	4	
Planned interaction with supervisor	1	1	
lunch breaks	2	2	
Interpreters	2	2	\$8,000
Disability Retirement	2	2	
Fragrance/food allergies	1	1	
Written instructions	2	2	
AC Unit/Air Purifier	1	1	
Posturite Board	1	1	
Scooter/Wheelchair	2	2	\$2,700
iPad	4	4	\$3,000 for 4
Leave restrictions	1	1	

Summary provided by NRCS Reasonable Accommodations Manager



# APPENDIX D

## SUMMARY OF FY 2015 SPECIAL EMPHASIS PROGRAMS ACTIVITIES

During FY 2015, NRCS continued to take affirmative steps in adhering to the development and implementation of the Agency's Special Emphasis Program (SEP). NRCS continued to adhere to the EEO laws and valued diversity to ensure that the Agency developed a talented and committed workforce that can accomplish the mission effectively and efficiently. In doing so, the NRCS SEPs have been established as part of the overall affirmative employment program. Within the context of the Equal Employment Opportunity (EEO) program and the Federal Merit System, the programs emphasize the enhancement of employment and advancement opportunities. The purpose of the goals is to provide guidance and direction on the establishment and administration of SEPs throughout the Department. SEPs address the unique concerns of the following individuals: African Americans; American Indians/Alaska Natives (AIAN); Asian Americans/Pacific Islanders (AAPI); persons with disabilities; Gay, Lesbian, Bisexual, and Transgender (GLBT); Hispanics; Veterans; and women.

NRCS recognizes that the Agency Head and management are ultimately responsible for diversity in the work place and that leaders and supervisors will be held accountable for advancement of employees. Furthermore, the Agency also recognizes that the Special Emphasis Program Managers (SEPMs) are vital positions within the organization as these employees are responsible for providing advice and assistance to management officials who have responsibility for recruitment, advancement, and retention matters. NRCS SEPMs are key individuals in serving in the capacity of an advisor for management and employees. To ensure that SEPs are effective, it is imperative that the SEPMs have an understanding of the mission requirements, EEO process, and the ability to develop contact with national employee organizations and universities/colleges. Overall, SEPs address the unique concerns of the constituent groups: they are measured by the results achieved toward the Agency's civil rights program objectives; and the roles of the SEPM involve both the manager and the advisor/coordinator.

The NRCS SEPMs developed and conducted a Special Emphasis Assessment Plan (see attached) to evaluate and measure the effectiveness of the Agency's efforts to expand and achieve diversity in the workforce. The assessment plan itemized what needs to be done and the timeframe and the status of completion for each action item. During FY 2015, NRCS implemented 80-100 percent of the strategic action items. NRCS has one of the most viable SEP programs as there are over 400 SEPMs nation-wide throughout the NRCS workforce.

In effectively executing the NRCS SEPs, the Agency demonstrated that the SEPs are characteristic of the following:

1. An extension of management;
2. Representative of a constituent group;
3. Participated in all aspects of the Agency's EEO Affirmative Programs;
4. Involved in the Agency's recruitment and hiring initiatives and efforts; and
5. Monitors the Agency's employment and advancement opportunities.

### 1. An Extension of Management

#### **Does the SEPMs meet with the Agency Head?**

Yes, the National SEPMs met with the NRCS Chief, Agency Head, on June 23, 2015. Also in attendance were the Associate Chief for Operations; Deputy Chief for Management and



Transformation Officer; and Director of Talent Management. The National SEPMs shared their FY 2015 accomplishment highlights, newsletter, talked about the preliminary results of the SEPM Survey (Challenges and Barriers) conducted in May 2015, and how SEPMs are a resource and add value to NRCS. The Chief provided suggestions on how the SEPMs can further assist in achieving the agency's overarching FY 2015 Priorities and he acknowledged the value SEPMs bring to the agency.

Additionally, on June 29, 2015, the National SEPMs were invited to attend and present at the Chief's leadership meeting with all his senior staff and 50+ State Conservationists through VTC. The presentation included an overview of NRCS' SEPs, update on the SEPM Survey, and how SEPMs are a resource that adds value to NRCS. The presentation was well received.

**Does the SEPMs meet with the Transformation Officer?**

Yes, the National SEPMs and the Talent Management Director met with the Deputy Chief for Management and Transformation Officer and Associate Chief for Operations on June 15, 2015. The SEPMs were thanked by senior management for their contributions to the agency and provided an update on agency's hot topics. The National SEPMs shared their FY 2015 accomplishment highlights, newsletter, talked about the preliminary results of the SEPM Survey (Challenges and Barriers) conducted in May 2015, and discussed recommendations and requests to improve the SEPs. The Deputy Chief for Management agreed to support and take action on the SEPMs recommendations. In addition, the Deputy Chief for Management also meets one-on-one with the SEPMs throughout the year to discuss the various individual projects, initiatives, and any leadership support they may need.

**Does the National SEPMs meet with the Civil Rights Director?**

Yes, the National SEPMs met with the Civil Rights Director on April 16, 2015 in conjunction with NRCS' National Civil Rights Advisory Committee meeting. The Civil Rights Director provided a presentation on the State of NRCS' Civil Rights Programs, and the Talent Management Director and the SEPMs provided an overview of accomplishments and current initiatives. The group also explored areas for increased collaboration.

The Civil Rights Director attended the SEPM meeting with NRCS' Chief (Agency Head) on June 23, 2015. She also meets one-on-one with the SEPMs throughout the year to discuss and collaborate on joint projects and initiatives (e.g., MD-715, Agency Head Assessment, Workforce Data Tables, and Barrier Analysis). At NRCS, the SEPM Program reports to the Talent Management (TM) Director, under the Deputy Chief for Management. In addition to daily conversations and email messages, the Talent Management Director holds monthly staff meetings, which includes all National SEPMs.

**Does the National SEPMs meet with the HR Director?**

Yes, the National SEPMs met with the Human Resources (HR) Director on June 23, 2015. The meeting's focus was a discussion on opportunities to strengthen partnership between SEPMs and the HR staff. The HR Director also attended the SEPM meeting with NRCS' Chief (Agency Head) on June 23, 2015. The HR Director frequently meets one-on-one with the SEPMs throughout the year to discuss and collaborate on joint projects and outreach and recruitment initiatives.

The SEPMs also met with the HR Director on April 16, 2015, in conjunction with NRCS' National Civil Rights Advisory Committee meeting. The HR Director provided expertise and feedback on



HR-related questions. The Talent Management Director and the SEPMS provided an overview of accomplishments and current initiatives. The group also explored areas for increased collaboration.

## **2. Representative of a constituent group**

NRCS has a representative SEPMS constituent group as evident by maintaining National and field SEPMS for all Special Emphasis Programs recognized in the USDA Departmental Regulation (DR) 4230-002, *Special Emphasis Programs*. NRCS has a cadre of eight National SEPMS (i.e., American Indian/Alaska Native Emphasis Program; Asian American/Pacific Islander Emphasis Program; Black Emphasis Program; Disability Emphasis Program, Federal Women's Program; Lesbian, Gay, Bisexual, and Transgender (LGBT) Emphasis Program; Hispanic Emphasis Program; and Veterans Emphasis Program). The National Federal Women's Program Manager and the National Hispanic Emphasis Program Manager (HEPM) are full-time. The remaining six National SEPMS are collateral duty assignments and spend 20% of their time conducting SEP duties. In FY 2016, NRCS plans to hire a full-time Disability Employment Program Manager (DEPM) and Veterans Employment Program Manager (VEPM). The National SEPMS are organizationally structured within the Agency's Human Resources, Talent Management Division, under the leadership of NRCS' Deputy Chief for Management.

In addition to the National SEPMS for each constituent group, NRCS has collateral duty SEPMS in each State and Technical Center, one for each of the eight SEPs listed above; over 400 SEPMS creating a strong network. The State and Technical Center collateral duty SEPMS spend 20% of their time conducting SEP duties. The National SEPMS conduct at least quarterly teleconferences with the State and Technical Center SEPMS to provide centralized information, guidance, training, and direction. Through these meetings, SEPMS share ideas, concerns, and best practices, with a national focus on employment.

When there is a National SEPMS vacancy for a collateral duty position, a National Bulletin is sent by email to all NRCS employees soliciting applicants to participate. Interested employees must complete an application and obtain their supervisor's approval. The NRCS Talent Management Division staff reviews the applications and a three-person panel interviews and selects the best qualified applicant. Once selected, each SEPMS receives the required SEP training. The NRCS National Federal Women's Program Manager and National HEPMS are full time employees and the announcement of their vacancies is made through USAJOBS.

In accordance with (DR) 4230-002, a Memorandum of Understanding (MOU) is signed by each National SEPMS, their supervisor, the Director of TM, and the Departmental SEPMS.

The following table is the list of NRCS' National SEPMS.

Sharyn C. Alvarez National Federal Women's Program Manager Washington, DC 202-720-1872 office number 703-204-2340 telework number 703-408-8615 cell number <a href="mailto:sharyn.alvarez@wdc.usda.gov">sharyn.alvarez@wdc.usda.gov</a>	Rick Tafoya National Hispanic Emphasis Program Manager Albuquerque, NM 505-761-4427 <a href="mailto:rick.tafoya@wdc.usda.gov">rick.tafoya@wdc.usda.gov</a>
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Deborah Clairmont National American Indian, Alaska Native Special Emphasis Program Manager, Soil Conservationist Normal, IL 309-452-3848 ext. 110 <a href="mailto:deborah.clairmont@il.usda.gov">deborah.clairmont@il.usda.gov</a>	Wayde R. Minami National Veterans Emphasis Program Manager Writer-Editor Washington, DC 202-690-3703 <a href="mailto:wayde.minami@wdc.usda.gov">wayde.minami@wdc.usda.gov</a>
Danny R. Jones National Disability Emphasis Program Manager TSP Coordinator Nashville, TN 615-277-2591 <a href="mailto:danny.jones@tn.usda.gov">danny.jones@tn.usda.gov</a>	Kurencio B. Ngowakl National Asian/Pacific Islander Special Emphasis Program Manager, Management and Program Assistant Tiyán, Guam 671-300-8579 <a href="mailto:kurencio.ngowakl@pb.usda.gov">kurencio.ngowakl@pb.usda.gov</a>
Tiffany Justus National Black Emphasis Program Manager Soil Scientist Indianapolis, IN 317-295-5810 <a href="mailto:tiffany.justus@in.usda.gov">tiffany.justus@in.usda.gov</a>	Meghan Walter, P.E., National Lesbian, Gay, Bisexual, Transgender Special Emphasis Program Manager State Hydraulic Engineer - Oregon Portland, OR 503-414-3063 <a href="mailto:meghan.walter@or.usda.gov">meghan.walter@or.usda.gov</a>

### **3. Participated in all aspects of the Agency's EEO Affirmative Programs**

#### **Does the SEPM's for each group attend Departmental Work Group Meetings?**

Yes, NRCS' eight National SEPMs have attendance at the monthly Departmental work group meetings or as scheduled by the Departmental SEPM was 50% or greater.

#### **Does each SEPM attend Department SEPM Training?**

Yes, NRCS National and field SEPMs attended the Department-wide Diversity & Inclusion: Special Emphasis Program Managers Training held in Washington, DC on June 9-10, 2015. NRCS SEPMs in the DC Metro area attended in-person, National FWPM and VEPM, and the out-of-state SEPMs were afforded the opportunity to participate through Adobe Connect. NRCS had representation at the training from all eight SEPMs groups. NRCS also funded the National LGBT SEPM's travel to attend in-person and deliver a well-received 1 hour and 45 minutes session called "Unlived Lives: Understanding Transgender Life." NRCS' National LGBT SEPM was the only Agency-level SEPM who presented at the training

NRCS SEPMs also participate in workshops and trainings the Departmental SEPMs provided during their monthly work group meetings.

#### **Does the Agency participate in the coordination of department-wide observances?**



Yes, all eight NRCS National SEPMs are part of their respective group's observance planning committees/work groups and their participation and contributions are recognized by the Departmental SEPMs and on the event program acknowledgements. NRCS SEPMs are represented at each event where they are present to hand out the programs and serve in various support capacity. This year, NRCS' National LGBT SEPM was recognized by GLOBE, a USDA employee resources group, at the USDA Department-wide LGBT Pride Observance. She received the Shining Star Award in "recognition of her enthusiasm and dedication to championing diversity in the workplace. She is willing to take the extra step, always present to be an advocate, and continues to be an ally in her local workplace and nationally as a member of the USDA family." NRCS also supports these events by providing funding for printing services for the event (e.g., National Disability Employment Awareness Month Observance in October and Women's History Month in March).

#### **4. Involved in the Agency's recruitment and hiring initiatives and efforts**

##### **Did the SEPMs contribute to the Agency FEORP submission?**

Yes, the National SEPM contributed to the agency's submission of the FEORP. SEPMs had input in identifying the strategies for each goal area (Diversity, Inclusion and Sustainability) that the agency will work on in fiscal year 2015. These goals are also part of the SEPM Assessment Plan. SEPMs are also involved in the Agency's recruitment and hiring initiatives and efforts. See below the section "Recruitment and Hiring," highlights of NRCS's employment-related outreach, recruitment, and hiring initiatives/accomplishments.

#### **5. Monitors the Agency's employment and advancement opportunities**

##### **Did the SEPMs contribute to the MD-715 (Barrier Analysis)?**

Yes, the National SEPMs in collaboration with the Civil Rights Division conduct barrier analysis and contribute to the annual MD-715 Program Status Report, focusing their contributions to Part I and J. Additionally, the national FWPM quarterly consolidates accomplishments for all eight National SEPMs and submits them to NRCS' Civil Rights Division. These SEPM accomplishments are included in NRCS' quarterly MD-715 updates to the Office of the Assistant Secretary for Civil Rights.

In May 2015, the National SEPMs conducted a survey "SEPM Barrier Analysis 2015" to identify the challenges and barriers related to recruitment, hiring, career development and retention of the groups they represent. Additionally, the survey obtains information from NRCS SEPMs to assist them in carrying out program responsibilities. NRCS-wide 326 out of 400 SEPMs responded to the survey. Attached is a copy of closed-ended survey results. SEPMs are currently analyzing responses to the open-ended questions and will develop the consolidated barrier analysis report in August. The SEPMs will utilize the barrier analysis survey results and additional barrier analysis results conducted by the Civil Rights Division, to prepare next year's plan and MD-715 report.

#### **► American Indian & Alaska Native (AI/AN) Employment Program**

The American Indian & Alaska Native (AI/AN) Employment Program supports EEO initiatives by continuing the training of the State collateral duty (20%) AI/AN Program Managers and assisting in:

- Supporting commemoration of the AI/AN Heritage Month observances;
- Sponsoring students attendance, facilitate workshops and host exhibit booth at Association of American Indian Science and Engineering Society (AISES);



- Developing relationship with the Human Resource staff and participating in outreach activities;
- Establishing relationships with the Tribal Land Grant Institutions for recruitment purposes; and
- Developing strategies for improving the representation and retention of the American Indian & Alaska Natives in the workforce.
- Surveying AI/AN SEPMs to identify challenges and barriers on the recruitment, hiring, career development and retention of AI/AN applicants and employees and obtained information from AI/AN SEPMs to assist them in carrying out program responsibilities.
- National AI/AN SEPM continue to work with NRCS to establish and distribute the American Indian Alaska Native Poster contest. This year we are creating the poster in two sizes and making a digital copy available so we can reach out to more tribes and tribal colleges.

#### ► Asian American/Pacific Islanders (AAPI) Employment Program

The AAPI Employment Program supports EEO initiatives by continuing the training of the State collateral duty (20%) AAPI Program Managers, assisting in:

- Supporting commemoration of the AAPI Heritage Month observance;
- Hosted an exhibit booth at the Federal Asian Pacific American Council (FAPAC) conference;
- Strengthen relationship with Human Resource staff and participating in outreach activities;
- Maintaining relationships with the AAPI community;
- Developing strategies for improving the representation and retention of API in the workforce;
- Establishing a partnership with AAPI leaders within NRCS to develop strategies for improving the representation and retention of Asians; and
- Surveying AAPI SEPMs to identify challenges and barriers on the recruitment, hiring, career development and retention of AAPI applicants and employees and obtained information from AAPI SEPMs to assist them in carrying out program responsibilities.

#### ► Black Employment Program

The Black SEP supports EEO initiatives by continuing the training of the State collateral duty (20%) Black SEP Managers and assisting in:

- Supporting commemoration of the Martin Luther King, Jr. program and Black History Month;
- Representing at the Minorities in Agriculture, Natural Resources and Related Sciences (MANNRS) National Conference;
- Establishing relationships with Historically Black Colleges and Universities (HBCUs) and Minority Serving Institutions (MSIs) for recruitment purposes;
- Maintains relationship with NRCS program manager who oversees the 1890's Scholars and agreements with HBCUs.
- Developing strategies for improving the representation and retention of African- Americans in areas that are lacking representation;
- Surveying Black SEPMs to identify challenges and barriers on the recruitment, hiring, career development and retention of Black applicants and employees and obtained information from Black SEPMs to assist them in carrying out program responsibilities.

#### ► Disabilities Employment Program (DEP)

The DEP supports EEO initiatives by continuing the training of the state collateral duty (20%) DEP Managers and assisting in:



- Supporting commemoration of the Disability Awareness Month observances;
- Developing relationship with the Human Resource staff and participating in outreach activities;
- Developing strategies for improving the representation and retention of the employees with disabilities in the workforce.
- Surveying DEPMs to identify challenges and barriers on the recruitment, hiring, career development and retention of applicants and employees with disabilities and obtained information from DEPMs to assist them in carrying out program responsibilities
- Coordinating training on disability hiring authorities for managers and
- Promoting the increased use of disability hiring authorities;

#### ► **Federal Women's Program (FWP)**

The FWP supports EEO initiatives by continuing the training of the state collateral duty FWP Managers and assisting in:

- Supporting commemoration of the Women's History Month and Women's Equality Day observances;
- Facilitating workshops and host exhibit booth at Federally Employed Women (FEW);
- Developing relationship with the Human Resource staff and participating in outreach activities;
- Establishing relationships with the National Council of FWPMS and NRCS' National Organization of Professional Women in NRCS and participate in outreach activities;
- Developing strategies for improving the representation and retention of Women in the workforce.
- Surveying FWPMS to identify challenges and barriers on the recruitment, hiring, career development and retention of female applicants and employees and obtained information from FWPMS to assist them in carrying out program responsibilities.
- Meeting with female employees to assess their views regarding equal opportunity for women within NRCS and communicating those views to management and the Talent Management staff.

#### ► **Lesbian, Gay, Bisexual and Transgender (LGBT) Program**

The LGBT program supports EEO initiatives by continuing the training of the state collateral duty (20%) LGBT Program Managers and assisting in:

- Supporting commemoration of the LGBT Pride Month observances;
- Sponsor facilitate workshops and host exhibit booth at college career fair events;
- Developing relationship with the Human Resource staff and participating in outreach activities;
- Developing strategies for improving the representation and retention of LGBT employees in the workforce.
- Surveying LGBT SEPMS to identify challenges and barriers on the recruitment, hiring, career development and retention of LGBT applicants and employees and obtained information from LGBT SEPMS to assist them in carrying out program responsibilities.
- Meeting with LGBT employees to assess their views and communicating those views to management and the Talent Management staff.

#### ► **Hispanic Employment Program (HEP)**

The HEP supports EEO initiatives by continuing the training of the collateral duty state HEP Managers and assisting in:



- Supporting commemoration of the Hispanic Heritage Month observances;
- Sponsor facilitate workshops and host exhibit booth at League of United Latin American Citizens (LULAC);
- Developing relationship with the Human Resource staff and participating in outreach activities;
- Establishing relationships with the NRCS' National Organization of Professional Hispanics in NRCS and participate in outreach activities;
- Developing strategies for improving the representation and retention of Hispanics in the workforce.
- Surveying HEPMs to identify challenges and barriers on the recruitment, hiring, career development and retention of Hispanic applicants and employees and obtained information from HEPMs to assist them in carrying out program responsibilities.
- Meeting with Hispanic employees to assess their views regarding equal opportunity for Hispanics within NRCS and communicating those views to management and the Talent Management staff.

#### ► Veterans Employment Program (VEP)

The VEP supports OPM initiatives by continuing the training of the collateral duty (20%) VEP Managers and assisting in:

- Supporting commemoration of the Veteran's Day observances;
- Facilitating workshops and host exhibit booth at various veteran's employment groups;
- Developing relationship with the Human Resource staff and participating in outreach activities;
- Developing strategies for improving the representation and retention of Veterans in the workforce.
- Surveying VEPs to identify challenges and barriers on the recruitment, hiring, career development and retention of veteran applicants and employees and obtained information from VEPs to assist them in carrying out program responsibilities.
- Meeting with veteran employees to assess their views regarding equal opportunity for veterans within NRCS and communicating those views to management and the Talent Management staff.

In FY 2015, NRCS has won three awards related to civil rights, affirmative employment efforts and initiatives. In December 2014, NRCS' Lactation Support Program was awarded the first USDA Cultural Transformer Award. In May, NRCS won the 2015 Asian Pacific American Network in Agriculture (APANA) and in June the National LGBT SEPM won the Shining Star Award from Federal GLOBE. The National VEP continues to implement a program that began in 2012 of providing certificates of appreciation and recognition for employees who were veterans of our armed forces.

#### Barrier Analysis

- In June of 2015, NRCS National SEPMs conducted a barrier analysis using Survey Monkey to survey state SEPMs to determine the barriers to recruitment, hiring, career development and retention of the group they represent. This was also done in 2011 and 2013. 77% of State SEPMs responded to the survey. As a result, we will generate a report that provides a list of barriers and recommendations for overcoming them to the Deputy Chief for Management. Information generated will be used to develop our plan of goals for 2016 - 2017.



Retention

- In FY 2015, the National FWPM continued to host Lactation Support Group meetings twice a month for all employees. These meetings are also open to USDA agencies such as RD, FSA and District employees as they are often co-located in the same office as NRCS employees. This group is a retention strategy for NRCS Women.
- The National FWPM has begun another support group meeting for NRCS employees called Working Parents Support Group. The group is a peer-to-peer group for working NRCS parents to help each other navigate the trials of raising children and progressing in their careers.

Collaborating with Groups

- National SEPMs attend monthly Department Diversity and Inclusion Managers meetings and share information received there with state SEPMs. National SEPMs present at annual conferences and career fair events of USDA partners such as LULAC, FEW, SAGE, and FAPAC.
- National SEPMs represent NRCS at all USDA Special Observances; serve on the planning committees; and ensure that NRCS employees are aware of the date and locations of the events. NRCS provides printing support for the event programs.
- NRCS National SEPMs maintain relationships with the five NRCS employee resources groups and attended their council meetings to provide updates on their respective programs and work together on mutual goals and objectives. The newly established National Organization of Professional Women in NRCS (WIN) remains active.
- The NRCS National FWPM is the Chair of the National Council of Federal Women's Program Managers which is a federal government wide group of FWPMs that provides information guidance and training to federal women's program managers' government wide all across the nation.
- NRCS continues a relationship with the National American Indian magazine "Winds of Change;" which has 113,000 professional readers, all Tribal Colleges, and 269 colleges and universities. NRCS continues to strengthen its partnership with the American Indian Science and Engineering Society and participated in the 2015 AISES National Leadership Conference.
- The National HEPM, acting, maintains relationship with the National Council of Hispanic Employment Program Managers.
- NRCS continues to strengthen its relations with the National Hispanic Environmental Council (NHEC). NHEC President and NRCS leaders are working together to continue developing a pipeline of qualified students interested in a career with the Agency.
- NRCS VEPMs have strong relationships with veterans' organizations throughout the country.

Training/Guidance/Career Development

- National SEPMs hold quarterly teleconferences where they provide updates, guidance and information from subject matter experts on managing an effective program. They also take this time to receive information and questions from the state level SEPMs.
- The National Federal Women's Program Manager is also the NHQ Mentor Coordinator at NRCS.
- The National FWPM is leading 5 teams to create documents for employees use. The teams are "Career Development Tips for NRCS Women;" "Encouraging Girls Towards STEM Careers;" "Tips for Outreaching to Women;" "Working Effectively with Difficult People;" and "Improve your Writing Skills."



- NRCS National AAPI continues to work with others on the “Working Effectively with Asian Producers program.”
- The National AAPI and National FWPM will present a full day of SEPM training at the APIO/WIN Training and Leadership meeting to be held in St. Louis, MO in August, 2015.
- The National LGBT SEPM conducted three training webinars this year, such as Unlived Lives: Understanding Transgender Issues; Aging Gracefully: LGBT Issues Webinar; The “B” in LGBT: Bisexuality 101-Special Emphasis Program Webinar, and Providing a Welcoming Workplace.
- The National FWPM conducted two teleconference briefings for state level SEPMs and civil rights committee members: Understanding the NRCS MD 715 report.

Recruitment and Hiring: SEPMs are involved in the Agency’s recruitment and hiring initiatives and efforts. Below are examples:

NRCS Pathways Onsite Hiring Events: The Office of Assistant Secretary for Civil Rights (OASCR) in partnership with OAO, CFBNP, OHRM, and OTR coordinated Pathways Onsite Hiring events in February, March, and April of 2015, designed to advance mission areas recruitment efforts in support of The President’s My Brother’s Keeper Initiative, Cultural Transformation, Generation Indigenous and several other White House and Secretarial initiatives.

In support of the White House and Department’s initiatives, NRCS participated in the following Pathways Onsite Hiring Initiatives in FY2015:

- Florida International University, February 9-11 in Miami, FL (9 students have already been hired, including a Schedule A hire);
- American Indian Higher Education Consortium (AIHEC) Conference, March 15-16 in Albuquerque, NM (7 students have been hired);
- Minorities in Agriculture Natural Resources and Related Sciences (MANNRS) Conference, March 27 in Houston, TX (1 student was hired);
- National Association for Equal Opportunity in Higher Education (NAFEO), April 8-9 in Atlanta, GA (18 students have already been hired); and
- Laney College, April 21 in Oakland, CA (1 student was hired).

These combined recruitment efforts proved beneficial to NRCS and afforded over 250 diverse applicants to visit NRCS Career Booths to either apply for advertised Pathways positions or to obtain information regarding NRCS career opportunities. Currently, NRCS has hired a combination of 36 Pathways Interns and Recent Graduates as a result of these onsite hiring initiatives.

Thurgood Marshall College Fund Interns (TMCF): In celebration of the 125th Anniversary of the 1890 Land-grant Universities, and to assist the USDA in meeting its recruitment goal of 125 TMCF Interns In FY 2015, NRCS partnered with TMCF and committed to hosting seven summer interns. The interns will work with NRCS from June 15 through August 21, 2015 and have been placed in various NRCS field offices. One intern has since declined and we currently have employed one Asian female; five Black females; and one Black male.

Thurgood Marshall Leadership Institute: During the 2015 Thurgood Marshall Leadership Institute Conference this fall, NRCS will be an employer sponsor and will participate in their Career Fair, and be a speaker for various panels and workshops to provide NRCS career information to interested students pursuing careers in STEM.



USDA 1890's Scholarship Program: NRCS participates in the USDA/1890 National Scholars Program, a partnership between USDA and 1890 Land-Grant Universities. This program is intended to increase the number of students enrolling in the fields of agriculture, food, natural resource sciences, and other related programs in pursuit of a bachelor's degree at any one of the nation's 1890 Land Grant Universities, all of which are Historically Black Colleges and Universities (HBCUs). The anticipated outcome is that this opportunity will provide NRCS with an increase in highly qualified more diverse applicant pools, and ultimately a more diverse workforce with a staff that is reflective of our country. In FY 2015, NRCS has 32 students participating in the 1890 Scholarship Program.

Florida A & M University's (HBCU) Agricultural Engineering Base Program: This project will educate African Americans and other underrepresented groups in agricultural biological engineering. The goal of this scholarship program is to increase the pool of African Americans and other minorities in agricultural and biological engineering by offering scholarships to encourage high school and community college students to pursue higher education in these fields. The outcome of this program will be a pool of well-educated and qualified minorities to help NRCS diversify its engineering and scientific workforce.

North Carolina A & T University's (HBCU) Agricultural Engineering Base Program: Through this partnership NC ATSU will implement activities that will increase enrollment and retention in Biological Engineering specifically Natural Resources/Agricultural Engineering and to enhance the academic performance of graduates who will potentially become NRCS employees.

Tennessee State University: This project plans to develop a highly qualified Engineering Applicant Pool to provide NRCS and USDA a future workforce of underrepresented talent through the integration of disciplines that apply engineering science and technology to agricultural production, conservation, and processing. Agricultural engineering science utilizes core theories of the disciplines of mechanical engineering, electrical engineering, civil engineering, environmental engineering, computer science, biotechnology and plant and soil science to design, develop, and improve products and processes that address invasive plant and pests concerns, provide potential cost savings to producers, and support a healthy ecosystem. This initiative will support three activities: 1) scholarships for undergraduate and graduate students engaged in agricultural engineering science disciplines; 2) pre-college outreach pipeline programs to support the goal of producing students with this integrated knowledge and experience; and 3) participation of students, faculty, and staff at conferences and experiential learning events that support the agricultural sustainability, natural resources conversation, and agricultural production.

Hmong American Partnership: NRCS is committed to increasing career opportunities to the Hmong population and has partnered with the Hmong American Partnership to form a Youth Leadership Cohort. The cohort targets 100 youths ages 15-20 and offers educational outreach events on various topics such as NRCS Conservation, Careers and Leadership opportunities.

New Mexico State University and Texas A&M University, Kingsville: These agreements are created to establish and strengthen the USDA-NRCS diversity recruitment mission in support of the New Mexico State University (NMSU) and Texas A&M University, Kingsville (TAMUK) through a Natural Resources Career Development Program (NRCDP). The NRCDP will include educational activities organized and sponsored by the recipient. Participants will receive guidance in the areas of NRCS career fields and their course requirement; resume building, the Pathways Program, and navigating through USAJOBS when applying for federal internships and positions.



Latinos in Agriculture: Promote NRCS as an employer of choice for diverse populations, with an emphasis on Hispanic students. Target and draw under-represented students to the Latinos in Ag Leaders Conference, who in many cases are first-time college students and students with a financial need. The conference provides a unique forum for sharing information and ideas for the best and most promising practices in outreach to Hispanics interested in careers in Agriculture and Natural Resource management. The event offers an intensive, program that helps foster and cultivate Hispanic undergraduate and graduate students as future leaders and interested in careers in public service. Educational workshops and activities offer diversity students developmental techniques and tools in reasoning ability, self-confidence, goal-setting, leadership development and agricultural knowledge conservation management and technology trends. Specific workshops will assist students in learning how to apply and become more competitive for NRCS and other federal internships and permanent jobs.

National Association of Conservation Districts: This agreement between National Association of Conservation Districts (NACD) and NRCS working cooperatively with local colleges and universities in Louisiana, and within the regional area, to promote the youth opportunities. The youth program will expose students with an interest in agriculture, conservation, and/or the environment to the conservation community and will provide them with information about career opportunities in conservation with NRCS and conservation districts.

National Hispanic Environmental Council (NHEC): The purpose of this agreement is for NRCS to provide financial support to NHEC for its national and regional programs entitled "Minority Youth Environmental Training Institutes—An Environmental STEM Initiative" being held in New Mexico, California and New York. NHEC will train up to 60 students, ages 17-20, who are pursuing natural resources and related majors, especially in the sciences and prepare them for potential careers at NRCS.

Hispanic Association of Colleges and Universities (HACU): The purpose of the agreement with HACU is to increase the number Hispanic College students qualify and compete for the Pathways Internship program. The students will work for NRCS to gain practical natural resources management experience and learn about NRCS. Overall purpose is to guide students towards pursuing a college degree in natural resources or related fields and seek NRCS as an employer and career choice. NRCS partnered with the HACU to employ approximately 3 Hispanic summer interns. These three students were placed in Hanford, CA; Ft Worth, TX, and Logan, UT. Students working for NRCS will gain practical work experience, acquire new skills and grow their professional network. Additionally, HACU internships help diversify the students work experience, which prepares them to compete well for the Pathways Program, ultimately helping to launch their careers in public service. HACU represents more than 450 colleges and universities committed to Hispanic higher education success in the U.S., Puerto Rico, Latin America, and Spain.

NRCS/Hispanic-Serving Institutions (HSI) Partnership Agreements: NRCS entered into a cooperative partnership agreement with seven (7) HSIs to host a NRCS Career Development Program event at the seven respective college campuses. HSIs included New Mexico State University; California State University, Fresno; Texas A&M, Kingsville; Laredo College; Phoenix College; Miami Dade College; and University of Puerto Rico, Mayaguez.

Future Farmers of America (FFA): This agreement with FFA is created to continue USDA NRCS support of the FFA through the Environmental/Natural Resources CDE; the National FFA Collegiate Expo Conference, and the National FFA Career Show programs.



Society for the Advancement of Chicanos and Native Americans in Science (SACNAS): This agreement with SACNAS is in collaboration with the Department, Natural Resources and Environment (NRE). NRE has taken the lead to partner with various USDA agencies to support and sponsor the 2015 SACNAS Annual Conference. SACNAS is a society of scientists dedicated to fostering the success of Hispanic/Chicano and Native American Scientists—from college students to professionals—to attain advanced degrees, careers, and positions of leadership in science. Among other things, this collaboration seeks to increase governmental commitment to advancing Hispanics/Chicanos and Native Americans in science resulting in increased resources, elimination of barriers, and greater equity.

Indian Nations Conservation Alliance (INCA): The purpose of this partnership is to increase the number of Native American high school students that can qualify and compete in the Pathways hiring program to where NRCS can bring them on as students.

American Indian Science and Engineering Society (AISES): The purpose of this partnership is to provide career recruitment and internship opportunities to American Indian and Alaska Native Students.

Summer Youth Employment Program (SYEP): Marion S. Berry (SYEP-DC) 4 Students; Prince George's County, MD (SYEP-PG) 2 Students; Montgomery County, Maryland Multicultural Youth Network summer Youth Connect Internship Program (SYCIP) 2 Students.



## Natural Resources Conservation Service (NRCS)

### Special Emphasis Program Assessment Plan

Since the 1930s, the mission of the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS) has been *Helping People Help the Land*. For 80 years, NRCS and its predecessor agencies have worked in close partnerships with farmers and ranchers, local and state governments, and other federal agencies to maintain healthy and productive working landscapes.

NRCS remains committed to the Secretary's Cultural Transformation initiative and his vision of creating a more diverse, more inclusive, and higher performing organization with equity of opportunity for all employees and customers. As noted in the NRCS Human Capital Strategic Plan FY2013-2017, "Because of the nature of NRCS' work, NRCS employees and their technical knowledge are the Agency's primary asset..." Our continued success depends on recruiting and maintaining a highly skilled, engaged, diverse and inclusive workforce with technical expertise, dedication and ability to work collaboratively with a diverse customer base. SEPMs are integral to NRCS' path toward Cultural Transformation. They serve as a resource and add value by contributing to the agency's mission.

The Special Emphasis Assessment Plan is a living and dynamic document that supports, and is aligned with the Department-Wide Diversity and Inclusion Plan, NRCS' *Five Year Human Capital Strategic Plan and Workforce Plan* (FY 2013-2017), Federal Equal Opportunity Recruitment Report (FEORP) - NRCS' Recruiting Framework FY 2013-2017, the Disabled Veterans Affirmative Action Plan (DVAAP), and strives to eliminate challenges and barriers identified in NRCS' Management Directive 715 (MD-715) Program Status Report.

#### Resources

NRCS has National and field SEPMs for all Special Emphasis Programs recognized in the Departmental Regulation 4230-002. NRCS has a cadre of eight (8) National Special Emphasis Program Managers (i.e., American Indian/Alaska Native Emphasis Program; Asian American/Pacific Islander Emphasis Program; Black Emphasis Program; Disability Emphasis Program, Federal Women's Program; Lesbian, Gay, Bisexual, and Transgender (LGBT) Emphasis Program; Hispanic Emphasis Program; and Veterans Emphasis Program). The National Federal Women's Program Manager and the National Hispanic Emphasis Program Manager are full-time. The remaining six National Special Emphasis Programs are collateral duty assignments and spend 20% of their time conducting SEP duties. In FY 2016, NRCS plans to hire a full-time Disability Emphasis Program Manager (DEPM) and Veterans Employment Program Manager (VEPM). The National Special Emphasis Programs are part of the Talent Management (TM) Division and report to the TM Director, under the leadership of NRCS' Deputy Chief for Management.

Additionally, NRCS has collateral duty SEPMs in each State and Technical Center, one for each of the eight Special Emphasis Programs listed above; over 400 SEPM strong network.



The State and Technical Center collateral duty SEPMS spend 20% of their time conducting SEP duties. The National SEPMS conduct, at least quarterly, teleconferences with the State and Technical Center SEPMS to provide centralized information, guidance, training, and direction. Through these meetings, SEPMS share ideas, concerns, and best practices, with a national focus on employment.

National SEPMS have an annual travel budget to attend employment-related outreach and recruitment events and provide training. The new National SEPMS are also provided registration and travel funds to attend training that will assist them in managing high-performing Special Emphasis Programs. National SEPMS have a dedicated teleconference line account, SharePoint site; Connect Communities, and Website. Funds for the State Special Emphasis Programs are provided by the State Offices.

NRCS has five affinity groups/employee resources groups that help NRCS to promote recruitment, retention, leadership development, cultural education and orientation. Agency leadership partners with these organizations to provide training and help sharpen the skills of the NRCS employees in areas of leadership development, technical skills, and people skills.

This year, NRCS doubled its funding committed to almost \$2 million for employment-related outreach and recruitment initiatives for minorities, women, persons with disabilities, and veterans. SEPMS have been instrumental in implementing these initiatives.

	<b>FY 2015</b>  <b>Special Emphasis Assessment Plan</b>					
	(What needs to be done and how?)	TIMEFRAME – Percent Completed				NRCS' Accomplishments (What has been done and what is pending?)
		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	
1	Outcome 1: Provide NRCS leadership a list of the top challenges, barriers or potential barriers to employment and recommendations to eliminate					



	these barriers by September 30, 2015. (Responsible: Talent Management - National SEPMs)					
	<b>STRATEGIES AND ACTIVITIES</b>					
1.2	Identify areas of concern and triggers to barriers or potential barriers for all SEPM groups. Conduct during quarters 1 through 4. Gather information through quarterly teleconferences, quarterly reports, emails, face-to-face communication and a survey. (Responsible: State SEPMs)	100%  Completed	100%  Completed	100%  Completed		Each National SEPM conducted quarterly teleconferences and received quarterly reports from the field SEPMs. During these events discussions were held regarding barriers and recommendations to eliminate barriers. SEPMs listed barriers on their quarterly reports.
1.3	Develop and conduct a survey "2015 SEPM Barrier Analysis" to identify the challenges and barriers related to recruitment, hiring, career development and retention of the groups the SEPMs represent. Survey will collect information from SEPMs to assess the support SEPMs currently receive and any additional support they need to effectively manage their programs. (Responsible: National SEPMs)			100%  Completed		National SEPMs developed the survey and in May 2015 conducted the "2015 SEPM Barrier Analysis." NRCS-wide 326 of 400 SEPMs responded to the survey.

1.4	Analyze the responses and generate a written report providing the findings and recommendations to the Director of Talent Management Division in Quarter 4. (Responsible: National SEPMs)				Due QTR 4	In Quarter 4 of FY2015, Talent Management's NSEPMs will present findings of their workforce analysis to the Director of Talent Management Division. Results from the above mentioned survey will be included in this report.
1.5	Provide report to NRCS Chief, Senior Leadership, Director of Civil Rights, Director of HR, and SEPMs. (Responsible: National SEPMs)				Due QTR 4	Dissemination of survey findings.
	FY 2016					
1.6	Develop communication strategies for Chief and Senior Leadership to communicate findings and next steps. (Responsible: National SEPMs)					DUE FY 2016 QTR 1
1.7	Develop FY16 plans based on survey results. (Plans include MD-715, FEORP, DVAAP) (Responsible: National SEPMs)					DUE FY 2016 QTR 1



	(What needs to be done and how?)	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	NRCS' Accomplishments (What has been done and what is pending?)
		TIMEFRAME – Percent Completed				
2	<p><b>Outcome 2:</b> Increase opportunities for employee engagement, diversity, inclusion, and retention through education, training, and career development. (Responsible: Talent Management, National SEPMs)</p>					
	<b>STRATEGIES AND ACTIVITIES</b>					
	<p>SEPMs will develop innovative initiatives to increase engagement and retention. (Responsible: National SEPMs)</p>	100% Completed	100% Completed	100% Completed		<p>Decreased minority separations from .078 in FY14 to .037 in FY15.</p> <p>The National FWPM hosts two monthly Lactation Support Group and a Working Parent's Support group open to all employees. In FY 2015, the NRCS lactation initiative won the Cultural Transformer Award.</p>

				100% Completed		<p>NRCS' National LGBT SEPM hosted webinars for all employees on: "Bisexuality 101" and "Unlived Lives: Understand Transgender Life." The National LGBT also provided this training to participants at the two-day USDA-wide SEPM training workshop with over 175 attendees. The National LGBT SEPM received the FY 2015 Federal GLOBE "Shining Star Award" for recognition of her dedication to championing diversity in the workplace."</p>
				100% Completed		<p>The National Disability Program developed a guide explaining the agencies commitment to employees with disabilities and encouraged all employees to complete the SF-256 form so NRCS could obtain an accurate reading of the number of current employees with disabilities.</p>
					Due QTR 4	<p>National FWPM is leading 5 teams to develop information and products for employees that will provide career development and enhance retention. The teams are: "Working effectively with difficult people;" "Encouraging girls towards STEM careers;" "Outreach to</p>



				100% Completed		<p>women producers;" "Career development tips for NRCS women;" and "Improving your writing skills." Deliverables are due by the end of Quarter 4.</p> <p>National VEPM recognizes employees who have served in the military with a Certificate of Appreciation for their service, signed by state leaders and the agency head, Chief Weller.</p> <p>NRCS sponsors the establishment of the annual American Indian/Alaska Native poster contest. The contest process is led by the National AIAN SEPM and the poster will be ready by QTR 4 for the November - American Indian Alaska Native Heritage Month.</p> <p>Encouraged states to meet with AgriAbility Program Managers to inform employees on how to assist agriculture producers with a disability who wish to continue to farm and ranch.</p>
		100% Completed	100% Completed	75% Completed		
		100% Completed	100% Completed	Ongoing	Due QTR 4	

			100% Completed	100% Completed		DEPM hosted training on "Section 508 Compliance," "Assistive Technology – Target Center," "Schedule A/Pathways Training," and "Disability Etiquette."
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	(What needs to be done and how?)	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	NRCS' Accomplishments (What has been done and what is pending?)
		TIMEFRAME – Percent Completed				
3	Outcome 3: Increase strategic employment-related outreach and partnership initiatives to recruit a diverse workforce. (Responsible: Talent Management- Nat'l SEPMs)					In FY 2015, NRCS doubled its funding commitment with almost \$2 million investment for employment-related outreach and recruitment initiatives for minorities, women, persons with disabilities, and veterans.
	STRATEGIES AND ACTIVITIES					
	Establish and/or strengthen partnerships with women, minorities, Veterans and persons with disability organizations.	Ongoing	Ongoing	Completed		NRCS continues to strengthen its partnership with the American Indian Science and Engineering Society. NRCS created agreements with AISES and is a "Circle of Support" sponsor and participated in the 2015 AISES National Leadership Conference.  NRCS maintains relationships with the National American Indian magazine "Winds of Change" that has a circulation 113,000 professional readers, all Tribal Colleges and 269 College/Universities.

		Ongoing	Ongoing	Ongoing	<p>NRCS, through the national HEPM, maintains relationship with the National Council of Hispanic Employment Program Managers and League of United Latin American Citizen's (LULAC). NRCS will participate at LULAC and present at the Youth Symposium.</p>
		Ongoing	Ongoing	Ongoing	<p>NRCS continues to strengthen its relations with the National Hispanic Environmental Council (NHEC). NHEC President and NRCS leaders are working together to continue developing a pipeline of qualified students interested in a career with the Agency. NRCS is a sponsor of the "Minority Youth Environmental Training Institute" in NM, CA, and NY.</p>
		Ongoing	Ongoing	Ongoing	<p>NRCS created interagency agreements with Thurgood Marshall College Fund and the Hispanic Association of Colleges and Universities to enhance recruitment of minority students.</p>



		Ongoing	Ongoing	Ongoing		<p>NRCS created the Hmong American Partnership to develop a pipeline of AAPI students.</p> <p>NRCS FWPM is the Chair of the National Council of FWPMs a Council of Federal Women's Program Managers from all federal government agencies. She is also involved with the Federally Employed Women's (FEW) groups.</p> <p>NRCS is sponsoring travel for the National FWPM, AAPI, and LGBT to provide SEPM training at the APIO and WIN Employee Resources Groups' Training and Leadership Meeting on Aug. 6-8, 2015, St. Louis, MO.</p>
		Ongoing	Ongoing	Ongoing		
		Ongoing	Ongoing	Ongoing	Due QTR 4	<p>NRCS national SEPMs maintained relationships with the five employee resources groups and attended their council meetings to provide updates on their respective programs and work together to provide SEPM training to</p>

		Ongoing	Ongoing	Ongoing	<p>state level SEPMS at their annual meetings.</p> <p>National FWPM is the past-president and the current secretary of the National Organization of Professional Women in NRCS.</p> <p>NRCS sponsored and participated at the Federal Asian Pacific American Council's 30<sup>th</sup> National Leadership Training Program, May 4-8, 2015.</p> <p>NRCS established an agreement with the Society for the Advancement of Chicanos and Native Americans in Science (SACNAS).</p>
		Ongoing	Ongoing	Completed	
		Ongoing	Ongoing	Ongoing	



	(What needs to be done and how?)	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	NRCS' Accomplishments (What has been done and what is pending?)
		TIMEFRAME – Percent Completed				
4	<b>Outcome 4:</b> Managing effective and high-performing Special Emphasis Programs. (Responsible: Talent Management, National SEPMs)					
	<b>STRATEGIES AND ACTIVITIES</b>					
4.1	SEPMs serve on the Department-wide workgroups and contribute to planning and implementing USDA-wide educational observances, training, and events. (Responsible: National SEPMs)	100% Completed	100% Completed	100% Completed		National SEPMs participated throughout the year in workgroups to plan and implement USDA-wide educational observances. They ensure event information is disseminated to all NRCS employees.
4.2	National SEPMs met with the Agency Head, Transformation Officer, Civil Rights Director, Talent Management Director, and Human Resources Director. (Responsible: Director, Talent Management)	Ongoing	Ongoing	100% Completed		National SEPMs met, at least once, with each of the identified leaders.

4.3	<p>Promote Special Emphasis Programs. A.) At least one annual presentation during the Chief's meeting with Senior Leaders and State Conservationist.  <i>(Responsible: Deputy Chief for Management)</i> B.) At least one annual Newsletter <i>(Responsible: National SEPMS)</i></p>	Ongoing	<p>Ongoing</p> <p>100% Completed</p>	<p>Ongoing</p> <p>100% Completed</p>		<p>A.) Presentation on the Special Emphasis Program was delivered in Quarter 3 during the Chief's meeting with Senior Leaders and State Conservationist.</p> <p>B.) SEPMS created and disseminated the newsletter in Quarter 2. A QTR 4 newsletter is being developed.</p>
4.4	<p>SEPMS are involved and contribute to the agency's annual reports (e.g., MD-715, FEORP, Agency Head Assessment, DVAAP) <i>(Responsible: National SEPMS)</i></p>	Ongoing	Ongoing	Ongoing		NRCS SEPMS contributed to MD-715, FEORP, Agency Head Assessment, and DVAAP.
4.5	<p>Provide, at least, annual training to State and Center SEPMS to ensure that they understand their roles and responsibilities.  <i>(Responsible: National SEPMS)</i></p>	Ongoing	Ongoing	Completed		Quarterly and on an as needed basis, the National SEPMS provide "New SEPM Orientation" training by teleconference. This workshop provides new SEPMS with information about the special emphasis program and their role and responsibilities as they begin their service as field SEPMS.



						SEPMs also attended the Department-wide D&I and SEPM Training.
4.6	<p>Conduct quarterly teleconferences to provide centralized information, training, and program-related guidance. Teleconference minutes are provided to the Director of Talent Management Division and distributed to SEPMs.</p> <p><i>(Responsible: National SEPMs)</i></p>	Completed	Completed	Completed		Each National SEPM conducted quarterly teleconferences and received quarterly reports from the field special emphasis program managers. During these events, discussions are held regarding barriers, recruitment activities and information exchange among the SEPMs. Teleconference minutes were provided to the Talent Management Division Director.
4.7	<p>Deliver presentation on "Welcoming Workplace" to NRCS leaders. Focus is on LGBT.</p>				Due QTR 4	National LGBT SEPM will deliver presentation.
4.8	<p>Create a full time DEPM position.</p> <p><i>(Responsible: Director, Talent Management)</i></p>	Ongoing	Ongoing	50% Completed		Approval granted to create a full time DEPM position. Position description was developed and sent to HR for classification. Full time DEPM new hire DUE FY 2016 QTR 1.

4.9	Create a full time VEPM position. <i>(Responsible: Director, Talent Management)</i>	Ongoing	Ongoing	40% Completed		Approval granted to create a full time VEPM position. Position description being developed. Full time VEPM new hire DUE FY 2016 QTR 1.
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# APPENDIX E

**Shepperd, Sheila - NRCS, Beltsville, MD**

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**From:** Hernandez, Danah - NRCS, Washington, DC  
**Sent:** Tuesday, June 09, 2015 3:22 PM  
**To:** Hernandez, Danah - NRCS, Washington, DC  
**Subject:** DR 4300 010 CR Accountability Policy (4)  
**Attachments:** DR 4300 010 CR Accountability Policy (4).docx  
  
**Importance:** High

**\*\*\*\*DO NOT REPLY TO THIS MESSAGE\*\*\*\***

The attached policy is being sent on behalf of Selina Lee, Civil Rights Director, NRCS. If you have any questions or comments, please contact Selina Lee at [Selina.lee@wdc.usda.gov](mailto:Selina.lee@wdc.usda.gov).

Thank you.

*danah*

Danah Hernandez | Office of the Chief | 1400 Independence Ave., SW Rm. 5105 | Washington, DC 20250 | 202.720.7246 (v) | 202.720.7690 (f) | [danah.hernandez@wdc.usda.gov](mailto:danah.hernandez@wdc.usda.gov)



*"Helping People Help the Land"*



**The following message is being sent on behalf of Selina Lee, NRCS Civil Rights Director:**

Departmental Regulation (DR) 4300-010, "Civil Rights Accountability Policy and Procedures," establishes the civil rights accountability policy and procedures for ensuring that appropriate disciplinary or corrective actions are taken when discrimination, retaliation, civil rights violations or related misconduct occurs. This regulation is intended to strengthen existing civil rights policies within the Department of Agriculture (USDA) and encourage agencies to work to resolve complaints at the earliest possible opportunity.

It is the policy of USDA to treat customers and employees fairly and equitably, with dignity and respect, regardless of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, protected genetic information or prior civil rights activity. No person shall be subjected to reprisal for opposing any practice(s) prohibited herein, for filing a complaint or for participating in any other manner in a proceeding herein.

Retaliation against customers or employees for opposition to discrimination of any kind in contravention of this policy will not be tolerated. Agency officials, managers, supervisors and all employees shall be held accountable for discrimination, retaliation, civil rights violations, or related misconduct. Any resulting action or conduct will be evaluated in accordance with this DR and governing Federal and USDA disciplinary regulations. The action or conduct will be reviewed by agency human resources offices and the Office of Human Capital Management to determine if disciplinary or other corrective action is warranted.

Annual performance appraisals for managers and supervisors shall include an evaluation of their contributions to USDA's commitment to civil rights and equal opportunity, and adherence to its civil rights policy. Managers and supervisors are responsible and accountable for maintaining a civil rights program that will accomplish the strategic civil rights goals.

This regulation further mandates that agencies must provide notice of this DR to each of its employees. Copies may be distributed in printed format or by e-mail, or you may view the accountability policy at the following link:

<http://www.ocio.usda.gov/directives/doc/DR4300-010.htm>.

If you need assistance accessing the DR, please contact the Civil Rights Division by telephone at (301) 504-2181; 1 (866) NRCS 395 (voice); or 1 (800) 877-8339 (Federal Relay Service/TTY); or email at [NRCS.civilrights@wdc.usda.gov](mailto:NRCS.civilrights@wdc.usda.gov).





JAN 26 2015

SUBJECT: EOP – Natural Resources Conservation Service (NRCS)  
Civil Rights Policy Statement

TO: NRCS Employees

File Code: 230-15

NRCS employees are its greatest asset for enabling people to be good stewards of the Nation's soil, water, and related natural resources on non-Federal lands – in other words, in "Helping People Help the Land." To fulfill our mission and to better provide service throughout the Nation, NRCS employees, and the public we serve, must always be treated in a fair, nondiscriminatory, and equitable manner.

It is important to periodically renew and emphasize our commitment and support to civil rights and equal opportunity. Prohibited discrimination is against the law and violates title VI and title VII of the 1964 Civil Rights Act. It is Department of Agriculture and NRCS policy to treat all customers and employees fairly and equitably, with dignity and respect, regardless of race, color, national origin, sex (including gender identity and expression), religion, age, disability, political beliefs, sexual orientation, marital or familial status, parental status and protected genetic information, or because all or part of an individual's income is derived from public assistance. Retaliation and reprisal against customers or employees for opposition to discrimination of any kind in contravention of this policy will not be tolerated. NRCS will ensure that the appropriate corrective or disciplinary action will be taken against violators who engage in discriminatory behavior.

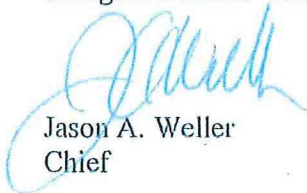
Accountability is key and must start from the top. As the Chief of NRCS, I continue to hold our senior leaders, managers, and supervisors accountable for their support to civil rights, equal employment opportunity, alternative dispute resolution (ADR), and the Secretary's Cultural Transformation Initiatives. I encourage all managers and employees to explore ways to collaborate with our partners and other recipient organizations to underscore the importance of civil rights laws regarding nondiscrimination and promote best practices in providing equal access and opportunities in programs and employment practices.

Every NRCS employee has a duty to uphold the civil rights of customers and employees. In the course of identifying and eliminating discrimination in the workplace, complainants, representatives, and witnesses involved in complaint related activities must be free from restraint, coercion, or retaliation. Thus, it is not unusual for there to be an occasional dispute, disagreement, or misunderstanding. NRCS promotes the greatest use of the ADR program to address conflict resolution. Managers, when participating in the ADR program, are expected to demonstrate a good-faith effort to address the concerns or resolve the disputes.



Page 2

All employees representative of NRCS are to model appropriate behavior and lead by example. We must work to demonstrate an elevated regard by supporting civil rights and ensuring equal opportunity in the workplace. I am confident that as we do our part, we will affect a positive cultural change in NRCS. The responsibility belongs to all of us.



Jason A. Weller  
Chief

National Bulletin: NB-230-xx-xx

Date:

Subject: EOP - Anti-Harassment Policy

**Purpose.** To provide notice and guidance to employees and partners of the updated Natural Resources Conservation Service (NRCS) Anti-Harassment Policy Statement.

**Expiration Date.** September 30, 2016

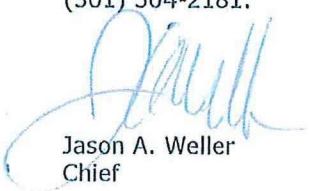
**Background.** Department of Agriculture (USDA) Departmental Regulation (DR) 4300-006, Civil Rights Policy, dated June 30, 2000, requires each Agency Head to develop and incorporate Civil Rights and Equal Employment Opportunity policies in the agency strategic plans. In compliance with the USDA directive, NRCS agency heads release their anti-harassment policy in the first year of their tenure.

**Explanation.** All NRCS field office staff must be notified of the updated policy. Consistent with DR 4300-3, Public Notification and Equal Opportunity Public Policy, a copy of this statement must be posted in all USDA offices.

For your reference and posting requirement, attached is a copy of the policy statement. The statement must be posted in all agency offices where it can be viewed by all employees and customers. Copies of the statement are to be made available to customers and participants upon request and may be obtained at the following link:

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/about/civilrights/>

**Contact.** If you have questions, please contact the Program Compliance Branch, Civil Rights Division, at (301) 504-2181.



Jason A. Weller  
Chief

Attachment

DIST: L, R, S





Natural Resources Conservation Service  
Post Office Box 2890  
Washington, D.C. 20013

DEC 19 2013

SUBJECT: EOP - Natural Resources Conservation Service (NRCS)  
Anti-Harassment Policy

TO: All NRCS Employees

File Code: 230-15

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment.

Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships, and causes serious harm to the productivity, efficiency, and stability of our organization. Harassment on the basis of an employee's race, color, national origin, sex, gender (including gender identity and expression), religion, age (40 and over), mental or physical disability, political affiliation or belief, sexual orientation, marital or familial status, genetic information, and/or reprisal (retaliation) for prior Equal Employment Opportunity activity will not be tolerated.

For the purpose of this policy, harassment is defined as persistent and unwelcome conduct or actions on any of the bases above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact, and unwelcome verbal or physical conduct of a sexual nature.

**Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to—**

The repeated making of unsolicited, inappropriate gestures or comments.

The display of offensive sexually graphic materials not necessary for our work.

**Harassment on any basis (race, sex, age, disability, etc.) exists whenever—**

Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.

Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.

The conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

Harassment may be subtle or manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually

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An Equal Opportunity Provider and Employer

harassed; men can harass men; women can harass other women. Offenders can be managers, supervisors, coworkers, and nonemployees, such as clients or vendors.

**Physical harassment** is actual or threatened assault, including hitting, tripping, kicking, punching, unwanted touching, and malicious or insulting gestures.

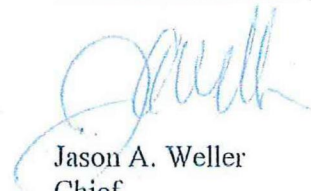
**Verbal harassment** includes jokes, insults, and innuendoes (based on race, sex, age, disability, etc.); degrading sexual remarks; referring to someone as a stud, hunk, or babe; whistling; "cat calls," comments regarding a person's body or sex life; or pressures for sexual favors.

**Nonverbal harassment** includes gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive, degrading, racist or other derogatory pictures, cartoons, or drawings.

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment. NRCS views harassment and retaliation to be among the most serious breaches of workplace behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

This policy will be issued to all current employees and during orientation of new employees. Any employee who believes he or she is being harassed, or any employee who becomes aware of harassment, should promptly notify his or her supervisor. If the employee believes that the supervisor is the harasser, the supervisor's supervisor should be notified. If an employee is uncomfortable discussing harassment with his or her supervisor, the employee should contact the NRCS Civil Rights Division. Information on your right to file a harassment complaint is also available at <http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/about/civilrights/>.

As Chief of NRCS, I am fully committed to ensuring that every employee and customer is treated with dignity and respect. Managers, supervisors, and employees must remain cognizant of this policy and refrain from perpetrating acts of harassment. All employees, including contractors and others performing official work for the agency must fully support this zero-tolerance harassment policy.



Jason A. Weller  
Chief



# APPENDIX F



United States Department of Agriculture  
Natural Resources Conservation Service

# National Headquarters **Directory**



NRCS

## Mission

USDA Natural Resources Conservation Service (NRCS) improves the health of our Nation's natural resources while sustaining and enhancing the productivity of American agriculture. We achieve this by providing voluntary assistance through strong partnerships with private landowners, managers, and communities to protect, restore, and enhance the lands and waters upon which people and the environment depend.

NRCS

## Vision

Productive working lands in harmony with a healthy environment.

NRCS

## Priorities

- Getting More Conservation on the Ground
- Increasing Organizational Effectiveness and Efficiency
- Creating a Climate Where Private Lands Conservation Will Thrive



## Our Process

NRCS delivers on its conservation mission locally, through field offices in nearly every county in the United States. Through strong partnerships and on-site evaluation of the land's resources—soil, water, air, plant and animal communities—our field staff develops conservation plans that help landowners achieve their conservation goals. NRCS technical expertise and financial assistance work together to make these conservation plans a reality.

## National Headquarters

This directory contains the organizational structure and main contact numbers for NRCS's National Headquarters, which provides vision, leadership, and tactical support for the critical mission-focused conservation work carried out by the field.

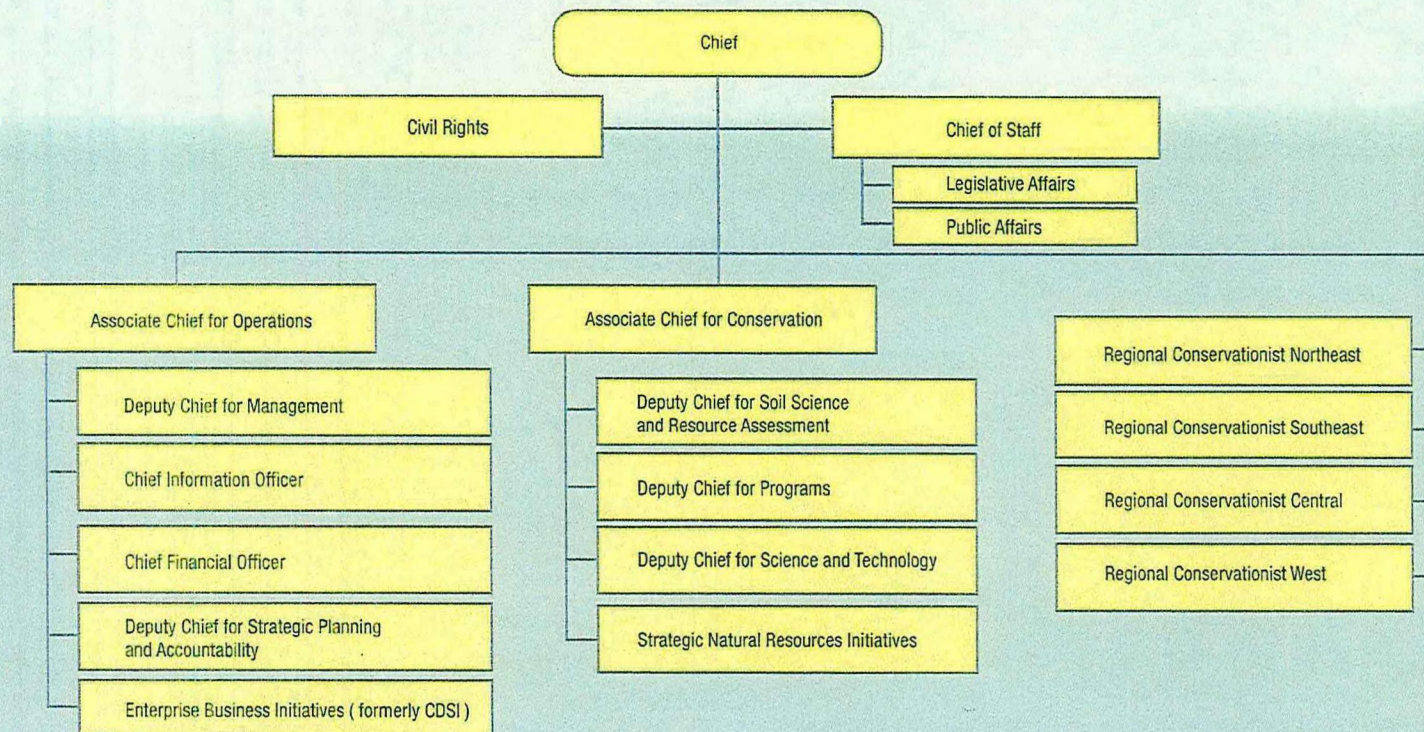
For an online listing of contacts, email addresses and phone numbers visit us on the web at:

<http://www.nrcs.usda.gov>



## Office of the Chief

### Organizational Chart



# APPENDIX G



ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: USDA Natural Resources Conservation Service

REPORTING PERIOD: FY 2015

**PART I - PRE-COMPLAINT ACTIVITIES**

	COUNSELING	INDIVIDUALS
INTENTIONALLY LEFT BLANK		
<b>TOTAL COMPLETED/ENDED COUNSELING</b>		
<b>C. TOTAL COMPLETED/ENDED COUNSELINGS</b>	<b>48</b>	<b>47</b>
C.1. COUNSELED WITHIN 30 DAYS	6	6
C.2. COUNSELED WITHIN 31 TO 90 DAYS	39	38
C.2.a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS	7	7
C.2.b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR	31	30
C.2.c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY	1	1
C.3. COUNSELED BEYOND 90 DAYS	3	3
C.4. COUNSELED DUE TO REMANDS	0	0
<b>D. PRE-COMPLAINT ACTIVITIES</b>		
D.1. ON HAND AT THE BEGINNING OF THE REPORTING PERIOD	8	8
D.2. INITIATED DURING THE REPORTING PERIOD	45	43
D.3. COMPLETED/ENDED COUNSELINGS	48	47
D.3.a. SETTLEMENTS (MONETARY AND NON-MONETARY)	3	3
D.3.b. WITHDRAWALS/NO COMPLAINT FILED	14	14
D.3.c. COUNSELINGS COMPLETED/ENDED IN REPORTING PERIOD THAT RESULTED IN COMPLAINT FILINGS IN REPORTING PERIOD	30	29
D.3.d. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	1	1
D.4. COUNSELINGS PENDING AT THE END OF THE REPORTING PERIOD	5	4

**E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS**

	COUNSELING	INDIVIDUALS	AMOUNT
E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS TOTAL	0	0	\$0.00
E.1. COMPENSATORY DAMAGES	0	0	\$0.00
E.2. BACKPAY/FRONTPAY	0	0	\$0.00
E.3. LUMP SUM PAYMENT	0	0	\$0.00
E.4. ATTORNEY FEES AND COSTS	0	0	\$0.00
E.5.	0	0	\$0.00
E.6.	0	0	\$0.00

**F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS**

	COUNSELING	INDIVIDUALS
F. NON-ADR SETTLEMENTS WITH NON- MONETARY BENEFITS TOTAL	0	0
F.1. HIRES	0	0
F.1.a. RETROACTIVE	0	0
F.1.b. NON-RETROACTIVE	0	0
F.2. PROMOTIONS	0	0
F.2.a. RETROACTIVE	0	0
F.2.b. NON-RETROACTIVE	0	0
F.3. EXPUNGEMENTS	0	0
F.4. REASSIGNMENTS	0	0
F.5. REMOVALS RESCINDED	0	0
F.5.a. REINSTATEMENT	0	0
F.5.b. VOLUNTARY RESIGNATION	0	0
F.6. ACCOMMODATIONS	0	0
F.7. TRAINING	0	0
F.8. APOLOGY	0	0
F.9. DISCIPLINARY ACTIONS	0	0
F.9.a. RESCINDED	0	0
F.9.b. MODIFIED	0	0
F.10. PERFORMANCE EVALUATION MODIFIED	0	0
F.11. LEAVE RESTORED	0	0
F.12. NEUTRAL REFERENCE	0	0
F.13.	0	0
F.14.	0	0

**G. ADR SETTLEMENTS WITH MONETARY BENEFITS**

	COUNSELING	INDIVIDUALS	AMOUNT
G. ADR SETTLEMENTS WITH MONETARY BENEFITS TOTAL	0	0	\$0.00
G.1. COMPENSATORY DAMAGES	0	0	\$0.00
G.2. BACKPAY/FRONTPAY	0	0	\$0.00
G.3. LUMP SUM PAYMENT	0	0	\$0.00
G.4. ATTORNEY FEES AND COSTS	0	0	\$0.00
G.5.	0	0	\$0.00
G.6.	0	0	\$0.00

**H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS**

	COUNSELING	INDIVIDUALS
H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS TOTAL	3	3
H.1. HIRES	0	0
H.1.a. RETROACTIVE	0	0
H.1.b. NON-RETROACTIVE	0	0
H.2. PROMOTIONS	0	0
H.2.a. RETROACTIVE	0	0
H.2.b. NON-RETROACTIVE	0	0
H.3. EXPUNGEMENTS	0	0
H.4. REASSIGNMENTS	3	3
H.5. REMOVALS RESCINDED	0	0
H.5.a. REINSTATEMENT	0	0
H.5.b. VOLUNTARY RESIGNATION	0	0
H.6. ACCOMMODATIONS	0	0
H.7. TRAINING	0	0
H.8. APOLOGY	0	0
H.9. DISCIPLINARY ACTIONS	0	0
H.9.a. RESCINDED	0	0
H.9.b. MODIFIED	0	0
H.10. PERFORMANCE EVALUATION MODIFIED	1	1
H.11. LEAVE RESTORED	0	0
H.12. NEUTRAL REFERENCE	0	0
H.13.	0	0
H.14.	0	0

**I. NON-ADR SETTLEMENTS**

	COUNSELING	INDIVIDUALS
TOTAL	0	0



ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: USDA Natural Resources Conservation Service

REPORTING PERIOD: FY 2015

**PART II - FORMAL COMPLAINT ACTIVITIES**

67	A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD
32	B. COMPLAINTS FILED
0	C. REMANDS (sum of lines C1+C2+C3)
0	C.1. REMANDS (NOT INCLUDED IN A OR B)
0	C.2. REMANDS (INCLUDED IN A OR B)
0	C.3. NUMBER OF ADDITIONAL REMANDS IN THIS REPORTING PERIOD THAT ARE NOT CAPTURED IN C.1 OR C.2 ABOVE
0	C.4. ADDITIONAL CLOSURES IN THIS REPORTING PERIOD NOT REFLECTED IN F, OR H, THAT RESULTED FROM REMANDS
99	D. TOTAL COMPLAINTS
99	E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED
46	F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD
0	G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED
0	H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD
53	I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (F+H)) + [(C2 + C3) - C4]
31	J. INDIVIDUALS FILING COMPLAINTS (Complainants)
0	K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS

**PART III - AGENCY RESOURCES, TRAINING, REPORTING LINE**

**A. AGENCY & CONTRACT RESOURCES**

	AGENCY		CONTRACT	
	NUMBER	PERCENT	NUMBER	PERCENT
A.1. WORKFORCE				
A.1.a. TOTAL WORK FORCE	10,530			
A.1.b. PERMANENT EMPLOYEES	10,324			
A.2. COUNSELOR	3		0	
A.2.a. FULL-TIME	3	100	0	0
A.2.b. PART-TIME	0	0	0	0
A.2.c. COLLATERAL DUTY	0	0	0	0
A.3. INVESTIGATOR	0		0	
A.3.a. FULL-TIME	0	0	0	0
A.3.b. PART-TIME	0	0	0	0
A.3.c. COLLATERAL DUTY	0	0	0	0
A.4. COUNSELOR/INVESTIGATOR	0		0	
A.4.a. FULL-TIME	0	0	0	0
A.4.b. PART-TIME	0	0	0	0
A.4.c. COLLATERAL DUTY	0	0	0	0

**B. AGENCY & CONTRACT STAFF TRAINING**

	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
B.1. NEW STAFF (NS) - TOTAL	0	0	0	0	0	0
B.1.a. STAFF RECEIVING REQUIRED 32 OR MORE HOURS	0	0	0	0	0	0
B.1.b. STAFF RECEIVING 8 OR MORE HOURS, USUALLY GIVEN TO EXPERIENCED STAFF	0	0	0	0	0	0
B.1.c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0
B.2. EXPERIENCED STAFF (ES) - TOTAL	3	0	0	0	0	0
B.2.a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS	0	0	0	0	0	0
B.2.b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF	3	0	0	0	0	0
B.2.c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0

**C. REPORTING LINE**

1.	EEO DIRECTOR'S NAME:	Selina S. Lee	
1a.	DOES THE AGENCY DIRECTOR REPORT TO THE AGENCY HEAD?	YES X	NO
2.	IF NO, WHO DOES THE EEO DIRECTOR REPORT TO?		
	PERSON		
	TITLE		
3.	WHO IS RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE EEO PROGRAM IN YOUR DEPARTMENT/AGENCY/ORGANIZATION?		
	PERSON	Sandra M. McWhirter	
	TITLE	Chief, Employment Complaints and Resolution Management	
4.	WHO DOES THAT PERSON REPORT TO?		
	PERSON	Selina S. Lee	
	TITLE	Director	



ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: USDA Natural Resources Conservation Service

REPORTING PERIOD: FY 2015

PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part I)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											
	RACE						COLOR	RELIGION	REPRISAL	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	BLACK OR AFRICAN AMERICAN	WHITE	TWO OR MORE RACES						
A. APPOINTMENT/HIRE	0	0	0	0	0	0	0	0	0	0	0	0
B. ASSIGNMENT OF DUTIES	0	1	0	2	0	0	2	1	5	25	8	8
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/TERM STATUS	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	1	0	0	1	0	6	15	9	8
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	1	0	0	1	0	3	8	4	4
E.3. SUSPENSION	0	0	0	0	0	0	0	0	2	6	2	1
E.4. REMOVAL	0	0	0	0	0	0	0	0	1	1	1	1
E.5 5.	0	0	0	0	0	0	0	0	0	0	0	0
E.6 6.	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0
G. PERF. EVAL/APPRaisal	1	0	0	2	0	0	1	0	5	15	6	5
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	1	0	0	6	0	0	4	1	9	44	17	16
I.1. NON-SEXUAL	1	0	0	6	0	0	4	1	9	43	16	15
I.2. SEXUAL									0	1	1	1
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	1	1	1
K. PAY INCLUDING OVERTIME	0	0	0	1	0	0	0	0	1	5	4	4
L. PROMOTION/NON-SELECTION	0	2	0	2	0	0	4	0	1	23	11	11
M. REASSIGNMENT	1	0	0	2	0	0	2	1	3	20	5	5
M.1. DENIED	0	0	0	0	0	0	0	1	1	6	1	1
M.2. DIRECTED	1	0	0	2	0	0	2	0	2	14	4	4
N. REASONABLE ACCOMMODATION									3	8	5	4
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMMODATION								0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0
R. SEX-STEROTYPING										0	0	0
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0	0	0	0	2	1	1
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	4	0	0	4	1	5	29	10	10
V. TIME AND ATTENDANCE	0	0	0	1	0	0	1	0	3	10	3	3
W. TRAINING	0	0	0	0	0	0	0	0	1	2	2	2
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0
X.1. 1.	0	0	0	0	0	0	0	0	0	0	0	0
X.2. 2.	0	0	0	0	0	0	0	0	0	0	0	0
X.3. 3.	0	0	0	0	0	0	0	0	0	0	0	0
X.4. 4.	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ALL ISSUES BY BASES	3	3	0	21	0	0	19	4	42			
TOTAL ALL COMPLAINTS FILED BY BASES	1	3	0	6	0	0	6	1	15			

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
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AGENCY OR DEPARTMENT: USDA Natural Resources Conservation Service

REPORTING PERIOD: FY 2015

PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 1)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											
	RACE						COLOR	RELIGION	REPRISAL	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	BLACK OR AFRICAN AMERICAN	WHITE	TWO OR MORE RACES						
TOTAL ALL COMPLAINANTS BY BASES	1	3	0	6	0	0	6	1	15			



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AGENCY OR DEPARTMENT: USDA Natural Resources Conservation Service

REPORTING PERIOD: FY 2015

PART IV BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION														
	SEX			PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	MALE	FEMALE	LGBT		HISPANIC / LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL				
A. APPOINTMENT/HIRE	0	0	0	0	0	0			0	0	0	0	0	0	0
B. ASSIGNMENT OF DUTIES	1	4	0	0	0	1			4	3	1	0	25	8	8
C. AWARDS	0	0	0	0	0	0			0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME	0	0	0	0	0	0			0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	1	0	0	0	3			0	3	0	0	15	0	3
E.1. DEMOTION	0	0	0	0	0	0			0	0	0	0	0	0	0
E.2. REPRIMAND	0	1	0	0	0	1			0	1	0	0	8	4	4
E.3. SUSPENSION	0	0	0	0	0	2			0	2	0	0	6	2	1
E.4. REMOVAL	0	0	0	0	0	0			0	0	0	0	1	1	1
E.5.	0	0	0	0	0	0			0	0	0	0	0	0	0
E.6.	0	0	0	0	0	0	0	0	0	0	0	0	0		
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. EVALUATION/APPRaisal	1	1	0	0	0	0			1	2	1	0	15	6	5
H. EXAMINATION/TEST	0	0	0	0	0	0			0	0	0	0	0	0	0
I. HARASSMENT	1	7	0	0	1	2			4	4	4	0	44	17	16
I.1. NON-SEXUAL	1	6	0	0	1	2			4	4	4	0	43	16	15
I.2. SEXUAL	0	1	0	0									1	1	1
J. MEDICAL EXAMINATION	0	0	0	0	0	0			0	0	1	0	1	1	1
K. PAY INCLUDING OVERTIME	0	0	0	0	1	0			0	1	1	0	5	4	4
L. PROMOTION/NON-SELECTION	2	5	0	0	2	0			4	1	0	0	23	11	11
M. REASSIGNMENT	0	4	0	0	0	0			4	1	2	0	20	5	5
M.1. DENIED	0	1	0	0	0	0	1	1	1	0	6	1	1		
M.2. DIRECTED	0	3	0	0	0	0	3	0	1	0	14	4	4		
N. REASONABLE ACCOMMODATION DISABILT				0					2	3	0	8	5	4	
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0		
P. RELIGIOUS ACCOMMODATION											0	0	0		
Q. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0		
R. SEX-STEREOTYPING	0	0	0								0	0	0		
S. TELEWORK	0	0	0	0	0	0			0	0	0	0	0	0	0
T. TERMINATION	0	1	0	0	0	0			1	0	0	0	2	1	1
U. TERMS/CONDITIONS OF EMPLOYMENT	0	6	0	0	0	0			5	2	2	0	29	10	10
V. TIME AND ATTENDANCE	0	1	0	0	0	1			1	2	0	0	10	3	3
W. TRAINING	0	0	0	0	0	0			1	0	0	0	2	2	2
X. OTHER (Please specify below)	0	0	0	0	0	0			0	0	0	0	0	0	0
X.1.	0	0	0	0	0	0			0	0	0	0	0	0	0
X.2.	0	0	0	0	0	0			0	0	0	0	0	0	0
X.3.	0	0	0	0	0	0			0	0	0	0	0	0	0
X.4.	0	0	0	0	0	0			0	0	0	0	0	0	0
TOTAL ALL ISSUES BY BASES	5	30	0	0	4	7	0	0	25	21	15	0			
TOTAL ALL COMPLAINTS FILED BY BASES	4	10	0	0	2	2	0	0	9	5	5	0			

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PART IV BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION														
	SEX			PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	MALE	FEMALE	LGBT		HISPANIC / LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL				
TOTAL ALL COMPLAINANTS BY BASES	4	10	0	0	2	1	0	0	9	4	5	0			



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AGENCY OR DEPARTMENT: USDA Natural Resources Conservation Service

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**PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part 1)**

ISSUES OF ALLEGED DISCRIMINATION IN SETELEMETS	BASES OF ALLEGED DISCRIMINATION IN SETELEMETS															
	RACE						COLOR	RELIGION	REPRISAL	NUMBER COUNSELING SETTLEMENT ALLEGATIONS	NUMBER COUNSELINGS SETTLED BY ISSUE	NUMBER INDIVIDUALS SETTLED WITH BY ISSUE	NUMBER COMPLAINT SETTELEMENT ALLEGATIONS	NUMBER COMPLAINTS SETTLED BY ISSUE	NUMBER COMPLAINTS SETTLED WITH BY ISSUE	
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES										
A. APPOINTMENT/HIRE	1	0	0	0	0	0	0	0	1	0	0	0	4	1	1	
B. ASSIGNMENT OF DUTIES	1	1	0	2	0	0	2	0	11	5	2	2	60	9	8	
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
D. CONVERSION TO FULL TIME/TERM STATUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E. DISCIPLINARY ACTION	1	0	0	1	0	0	2	0	4	0	0	0	20	6	6	
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E.2. REPRIMAND	1	0	0	1	0	0	2	0	4	0	0	0	17	4	4	
E.3. SUSPENSION	0	0	0	0	0	0	0	0	0	0	0	0	3	2	2	
E.4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E.5. 5.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E.6. 6.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
F. DUTY HOURS	1	0	0	1	0	0	0	0	2	4	1	1	4	1	1	
G. PERF. EVAL/APPRaisal	1	0	0	1	0	0	0	0	5	9	2	2	17	4	4	
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
I. HARASSMENT	0	1	0	5	0	0	5	0	10	1	1	1	46	15	14	
I.1. NON-SEXUAL	0	1	0	5	0	0	5	0	10	1	1	1	44	13	12	
I.2. SEXUAL									0	0	0	0	2	2	2	
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	1	0	0	0	4	2	2	
L. PROMOTION/NON-SELECTION	0	1	0	3	0	0	2	0	4	0	0	0	21	7	7	
M. REASSIGNMENT	0	0	0	2	0	0	2	0	3	0	0	0	10	3	3	
M.1. DENIED	0	0	0	1	0	0	0	0	1	0	0	0	2	1	1	
M.2. DIRECTED	0	0	0	1	0	0	2	0	2	0	0	0	8	2	2	
N. REASONABLE ACCOMMODATION									1	0	0	0	3	2	2	
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
P. RELIGIOUS ACCOMMODATION									0	0	0	0	0	0	0	
Q. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
R. SEX-STEROTYPING																
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
T. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0	2	1	1	
U. TERMS/CONDITIONS OF EMPLOYMENT	0	1	0	3	0	0	3	0	8	2	1	1	43	8	7	
V. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	1	0	0	0	4	1	1	
W. TRAINING	0	1	0	2	0	0	1	0	4	1	1	1	25	5	5	
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
X.1. 1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
X.2. 2.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
X.3. 3.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
X.4. 4.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1. COUNSELING SETTLEMENT ALLEGATIONS	0	0	0	4	0	0	0	0	5							
1.1A. NUMBER OF COUNSELINGS SETTLED	0	0	0	1	0	0	0	0	2							

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**PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part 1)**

ISSUES OF ALLEGED DISCRIMINATION IN SETELEMETS	BASES OF ALLEGED DISCRIMINATION IN SETELEMETS						NUMBER COUNSELING SETTLEMENT ALLEGATIONS	NUMBER COUNSELINGS SETTLED BY ISSUE	NUMBER INDIVIDUALS SETTLED WITH BY ISSUE	NUMBER COMPLAINT SELLEMENT ALLEGATIONS	NUMBER COMPLAINTS SETTLED BY ISSUE	NUMBER COMPLAINANTS SETTLED WITH BY ISSUE
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES						
1.1.B. NUMBER OF COUNSELEES SETTLED WITH	0	0	0	1	0	0	0	0	2			
2. COMPLAINT SETTLEMENT ALLEGATIONS	6	10	0	22	0	0	23	0	74			
2.2A. NUMBER OF COMPLAINTS SETTLED	1	1	0	5	0	0	5	0	15			
2.2B. NUMBER OF COMPLAINANTS SETTLED WITH	1	1	0	5	0	0	5	0	14			



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**PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part 2)**

BASES OF ALLEGED DISCRIMINATION IN SETTLEMENTS

ISSUES OF ALLEGED DISCRIMINATION IN SETTLEMENTS	SEX			PDA	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	NUMBER COUNSELING SETTLEMENT ALLEGATIONS	NUMBER COUNSELINGS SETTLED BY ISSUE	NUMBER INDIVIDUALS SETTLED WITH BY ISSUE	NUMBER COMPLAINT SETTLEMENT ALLEGATIONS	NUMBER COMPLAINTS SETTLED BY ISSUE	NUMBER COMPLAINANTS SETTLED WITH BY ISSUE
	MALE	FEMALE	LGBT		HISPANIC LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL							
A. APPOINTMENT/HIRE	0	0	0	0	0	0			1	0	1	0	0	0	0	4	1	1
B. ASSIGNMENT OF DUTIES	1	5	0	0	2	1			3	0	1	0	5	2	2	60	9	8
C. AWARDS	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/TERM STATUS	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	2	0			3	0	1	0	0	0	0	20	6	6
E.1. DEMOTION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0			3	0	1	0	0	0	0	17	4	4
E.3. SUSPENSION	0	0	0	0	2	0			0	0	0	0	0	0	0	3	2	2
E.4. REMOVAL	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E.5. 5.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E.6. 6.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	1	0	0	0	0			2	0	1	0	4	1	1	4	1	1
G. EVALUATION/APPRaisal	0	2	0	0	1	0			4	0	1	0	9	2	2	17	4	4
H. EXAMINATION/TEST	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	1	8	0	0	4	1			5	0	0	0	1	1	1	46	15	14
I.1. NON-SEXUAL	1	6	0	0	4	1			5	0	0	0	1	1	1	44	13	12
I.2. SEXUAL	0	2	0	0	0	0							0	0	0	2	2	2
J. MEDICAL EXAMINATION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	4	2	2
L. PROMOTION/NON-SELECTION	0	2	0	0	2	1			3	0	0	0	0	0	0	21	7	7
M. REASSIGNMENT	0	0	0	0	0	0			2	0	0	0	0	0	0	10	3	3
M.1. DENIED	0	0	0	0	0	0			0	0	0	0	0	0	0	2	1	1
M.2. DIRECTED	0	0	0	0	0	0			2	0	0	0	0	0	0	8	2	2
N. REASONABLE ACCOMMODATION DISABILITY				0						0	2	0	0	0	0	3	2	2
O. REINSTATEMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMMODATION													0	0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
R. SEX-STEROTYPING	0	0	0										0	0	0	0	0	0
S. TELEWORK	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	1	0			0	0	0	0	0	0	0	2	1	1
U. TERMS/CONDITIONS OF EMPLOYMENT	1	3	0	0	1	1			4	0	0	0	2	1	1	43	8	7
V. TIME AND ATTENDANCE	0	0	0	0	1	0			1	0	0	0	0	0	0	4	1	1
W. TRAINING	0	2	0	0	0	1			3	0	0	0	1	1	1	25	5	5
X. OTHER (Please specify below)	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
X.1. 1.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
X.2. 2.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
X.3. 3.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
X.4. 4.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
I. COUNSELING SETTLEMENT ALLEGATIONS	0	4	0	0	0	0	0	0	9	0	0	0						
I.1. NUMBER OF COUNSELINGS SETTLED	0	1	0	0	0	0	0	0	3	0	0	0						

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**PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part 2)**

ISSUES OF ALLEGED DISCRIMINATION IN SETTLEMENTS	SEX			PDA	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	NUMBER COUNSELING SETTLEMENT ALLEGATIONS	NUMBER COUNSELINGS SETTLED BY ISSUE	NUMBER INDIVIDUALS SETTLED WITH BY ISSUE	NUMBER COMPLAINT SETTLEMENT ALLEGATIONS	NUMBER COMPLAINTS SETTLED BY ISSUE	NUMBER COMPLAINANTS SETTLED WITH BY ISSUE
	MALE	FEMALE	LGBT		HISPANIC LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL							
1.1B. NUMBER OF COUNSELEES SETTLED WITH	0	1	0	0	0	0	0	0	3	0	0	0						
2. COMPLAINT SETTLEMENT ALLEGATIONS	4	32	0	0	21	10	0	0	33	0	8	0						
2.2A. NUMBER OF COMPLAINTS SETTLED	1	6	0	0	6	1	0	0	7	0	3	0						
2.2B. NUMBER OF COMPLAINANTS SETTLED WITH	1	6	0	0	6	1	0	0	6	0	3	0						



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**PART IV D - BASES AND ISSUES FOUND IN FAD's AND FINAL ORDERS (Part 1)**

BASES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS

ISSUES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS	RACE						COLOR	RELIGION	REPRISAL	NUMBER FAD FINDINGS BY ISSUE	NUMBER OF FAD's WITH FINDINGS BY ISSUE	NUMBER COMPLAINTS ISSUED FAD FINDINGS BY ISSUE	NUMBER AJ DECISION FINDING BY ISSUE	NUMBER AJ DECISION WITH FINDING BY ISSUE	# FINAL ORDER FINDINGS FULLY IMPLEMENTED BY ISSUE	# FINAL ORDERS FULLY IMPLEMENTED BY ISSUE	# COMPLAINANTS ISSUED FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED BY ISSUE
	AMERICAN INDIAN /ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES											
A. APPOINTMENT/HIRE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.5. 5.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.6. 6.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. PERF. EVAL/APPRaisal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I.1. NON-SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I.2. SEXUAL									0	0	0	0	0	0	0	0	0
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION									0	0	0	0	0	0	0	0	0
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMMODATION									0	0	0	0	0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R. SEX-STEROTYPING										0	0	0	0	0	0	0	0
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
V. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W. TRAINING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.1. 1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.2. 2.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.3. 3.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.4. 4.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I. Final Agency Decision Findings	0	0	0	0	0	0	0	0	0								
1.1a. Number FAD's with Findings	0	0	0	0	0	0	0	0	0								

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**PART IV D - BASES AND ISSUES FOUND IN FAD's AND FINAL ORDERS (Part 1)**

ISSUES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS	RACE						BASES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS										# COMPLAINANTS ISSUED FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED BY ISSUE
	AMERICAN INDIAN /ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES	COLOR	RELIGION	REPRISAL	NUMBER FAD FINDINGS BY ISSUE	NUMBER OF FAD's WITH FINDINGS BY ISSUE	NUMBER COMPLAINEN ISSUED FAD FINDINGS BY ISSUE	NUMBER AJ DECISION FINDING BY ISSUE	NUMBER AJ DECISION WITH FINDING BY ISSUE	# FINAL ORDER FINDINGS FULLY IMPLEMENTED BY ISSUE	# FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED BY ISSUE	
1.1b. Number Complainants Issued FAD Findings	0	0	0	0	0	0	0	0	0								
2. AJ Decision Findings	0	0	0	0	0	0	0	0	0								
2.2a. Number AJ Decisions With Findings	0	0	0	0	0	0	0	0	0								
3. Final Agency Order Findings Implemented	0	0	0	0	0	0	0	0	0								
3.3a. # of Final Orders (Fos) With Findings Implemented	0	0	0	0	0	0	0	0	0								
3.3b. # of Complainants issued FOs with Findings Implemented	0	0	0	0	0	0	0	0	0								



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**PART IV D - BASES AND ISSUES FOUND IN FAD's AND FINAL ORDERS (Part 2)**

BASES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS																					
ISSUES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS	SEX			PDA	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	NUMBER FAD FINDINGS BY ISSUE	NUMBER OF FAD's WITH FINDINGS BY ISSUE	NUMBER COMPLAINTS ISSUED FAD FINDINGS BY ISSUE	NUMBER AJ DECISION FINDING BY ISSUE	NUMBER AJ DECISION WITH FINDING BY ISSUE	# FINAL ORDER FINDINGS FULLY IMPLEMENTED BY ISSUE	# FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED FINDINGS	# COMPLAINTS ISSUED FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED BY ISSUE	
	MALE	FEMALE	LGBT		HISPANIC LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL										
A. APPOINTMENT/HIRE	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
C. AWARDS	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
E.1. DEMOTION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
E.5. 5.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
E.6. 6.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
G. EVALUATION/APPRAISAL	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
I.1. NON-SEXUAL	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
I.2. SEXUAL	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
J. MEDICAL EXAMINATION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0
M. REASSIGNMENT	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0
M.1. DENIED	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION DISABILITY				0				0			0	0	0	0	0	0	0	0	0	0	0
O. REINSTATEMENT	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMMODATION							0	0			0	0	0	0	0	0	0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0
R. SEX-STEROTYPING	0	0	0				0	0	0	0	0	0	0	0	0	0	0	0	0		
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
T. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
V. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
W. TRAINING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
X.1. 1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
X.2. 2.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
X.3. 3.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
X.4. 4.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
I. Final Agency Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0									
I.1a. Number FADs with Findings	0	0	0	0	0	0	0	0	0	0	0	0									



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**PART IV D - BASES AND ISSUES FOUND IN FAD's AND FINAL ORDERS (Part 2)**

BASES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS																				
ISSUES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS	SEX			PDA	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	NUMBER FAD FINDINGS BY ISSUE	NUMBER OF FAD's WITH FINDINGS BY ISSUE	NUMBER COMPLAINE ISSUED FAD FINDINGS BY ISSUE	NUMBER AJ DECISION FINDING BY ISSUE	NUMBER AJ DECISION WITH FINDING BY ISSUE	# FINAL ORDER FINDINGS FULLY IMPLEMENTED BY ISSUE	# FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED FINDINGS	# COMPLAINANTS ISSUED FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED BY ISSUE
	MALE	FEMALE	LGBT		HISPANIC LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL									
1.1b. Number Complainants Issued FAD Findings	0	0	0	0	0	0	0	0	0	0	0	0								
2. AJ Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0								
2.2a. Number AJ Decisions With Findings	0	0	0	0	0	0	0	0	0	0	0	0								
3. Final Agency Order Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0								
3.3a. # of Final Orders (Fos) With Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0								
3.3b. # of Complainants issued POs with Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0								



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**PART V - SUMMARY OF CLOSURES BY STATUTE**

43	A.1. TITLE VII
0	A.1a. PREGNANCY DISCRIMINATION ACT (PDA)
19	A.2. AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA)
9	A.3. REHABILITATION ACT
0	A.4. EQUAL PAY ACT (EPA)
0	A.5. GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)
71	B. TOTAL BY STATUTES - THIS NUMBER MAY BE LARGER THAN THE TOTAL NUMBER OF COMPLAINTS CLOSED. (A1+A1a+A2+A3+A4+A5)

**PART VI - SUMMARY OF CLOSURES BY CATEGORY**

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
A. TOTAL NUMBER OF CLOSURES	46	22549	490.20
A.1. WITHDRAWALS	3	938	312.67
A.1.a. NON-ADR WITHDRAWALS	3	938	312.67
A.1.b. ADR WITHDRAWALS	0	0	0.00
A.2. SETTLEMENTS	20	8773	438.65
A.2.a. NON-ADR SETTLEMENTS	13	5899	453.77
A.2.b. ADR SETTLEMENTS	7	2874	410.57
A.3. FINAL AGENCY ACTIONS	23	12838	558.17
B. FINAL AGENCY DECISIONS WITHOUT AN ADMINISTRATIVE JUDGE DECISION	17	5833	343.12
B.1. FINDING DISCRIMINATION	0	0	0.00
B.2. FINDING NO DISCRIMINATION	14	5521	394.36
B.3. DISMISSAL OF COMPLAINTS	3	312	104.00
C. FINAL AGENCY ORDERS WITH AN ADMINISTRATIVE JUDGE (AJ) DECISION	6	7005	1,167.50
C.1. AJ DECISION FULLY IMPLEMENTED	6	7005	1,167.50
C.1.a. FINDING DISCRIMINATION	0	0	0.00
C.1.b. FINDING NO DISCRIMINATION	6	7005	1,167.50
C.1.c. DISMISSAL OF COMPLAINTS	0	0	0.00
C.2. AJ DECISION NOT FULLY IMPLEMENTED	0	0	0.00
C.2.a. FINDING DISCRIMINATION	0	0	0.00
C.2.a.i. AGENCY APPEALED FINDING BUT NOT REMEDY	0	0	0.00
C.2.a.ii. AGENCY APPEALED REMEDY BUT NOT FINDING	0	0	0.00
C.2.a.iii. AGENCY APPEALED BOTH FINDING AND REMEDY	0	0	0.00
C.2.b. FINDING NO DISCRIMINATION	0	0	0.00
C.2.c. DISMISSAL OF COMPLAINTS	0	0	0.00



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**PART VI - SUMMARY OF CLOSURES BY CATEGORY (Continued)**

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
<b>D. FINAL AGENCY MERIT DECISIONS (FAD) ISSUED</b>	<b>14</b>	<b>1346</b>	<b>96.14</b>
D.1. COMPLAINANT REQUESTED IMMEDIATE FAD	6	379	63.17
D.1.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF FAD REQUEST	3	83	27.67
D.1.b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND RECEIPT OF FAD REQUEST	3	296	98.67
D.2. COMPLAINANT DID NOT ELECT HEARING OR FAD	3	488	162.67
D.2.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF END OF 30-DAY ELECTION PERIOD	0	0	0.00
D.2.b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND END OF 30-DAY ELECTION PERIOD	3	488	162.67
D.3. HEARING REQUESTED; AJ RETURNED CASE TO AGENCY FOR FAD WITHOUT AJ DECISION (3a+3b)	5	479	95.80
D.3.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	3	137	45.67
D.3.b. AGENCY ISSUED FAD MORE THAN 60 DAYS AFTER RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	2	342	171.00
D.4. FINAL AGENCY DECISION ISSUED ON A MIXED CASE (4a+4b)	0	0	0.00
D.4.a. AGENCY ISSUED FAD WITHIN 45 DAYS AFTER INVESTIGATION	0	0	0.00
D.4.b. AGENCY ISSUED FAD MORE THAN 45 DAYS AFTER INVESTIGATION	0	0	0.00

**PART VII - SUMMARY OF FORMAL COMPLAINTS CLOSED BY TYPES OF BENEFITS**

	NUMBER	AMOUNT
<b>A. TOTAL COMPLAINTS CLOSED WITH BENEFITS</b>	<b>20</b>	
<b>B. TOTAL CLOSURES WITH MONETARY BENEFITS TO COMPLAINANT</b>	<b>17</b>	<b>\$222,995.73</b>
B.1. BACK PAY/FRONT PAY	0	\$0.00
B.2. LUMP SUM PAYMENT	16	\$206,225.94
B.3. COMPENSATORY DAMAGES	1	\$0.00
B.4. ATTORNEY FEES AND COSTS	8	\$16,769.79
<b>D. INTENTIONALLY LEFT BLANK</b>		
B.5. 5.	1	\$800.00
B.6. 6.	0	\$0.00
<b>E. TOTAL CLOSURES WITH NON-MONETARY BENEFITS TO COMPLAINANT</b>	<b>17</b>	
<b>F. TYPES OF BENEFITS IN NON-MONETARY CLOSURES</b>	<small>NUMBER OF CLOSURES THAT RECEIVED MONETARY BENEFITS AS WELL</small>	<small>NUMBER OF CLOSURES THAT RECEIVED ONLY NON-MONETARY BENEFITS</small>
F.1. HIRES	0	0
F.1.a. RETROACTIVE	0	0
F.1.b. NON-RETROACTIVE	0	0
F.2. PROMOTIONS	2	0
F.2.a. RETROACTIVE	0	0
F.2.b. NON-RETROACTIVE	2	0
F.3. EXPUNGEMENTS	2	2
F.4. REASSIGNMENTS	1	1
F.5. REMOVALS RESCINDED	0	1
F.5.a. REINSTATEMENT	0	0
F.5.b. VOLUNTARY RESIGNATION	0	1
F.6. ACCOMMODATIONS	0	1
F.7. TRAINING	1	0
F.8. APOLOGY	0	0
F.9. DISCIPLINARY ACTIONS	4	1
F.9.a. RESCINDED	3	0
F.9.b. MODIFIED	1	1
F.10. PERFORMANCE EVALUATION MODIFIED	5	0
F.11. LEAVE RESTORED	4	0
F.12. NEUTRAL REFERENCE	1	1
F.13. 13.	7	0
F.14. 14.	0	0



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**PART VIII - SUMMARY OF PENDING COMPLAINTS BY CATEGORY**

	NUMBER PENDING	NUMBER OF DAYS	AVERAGE DAYS	DAYS PENDING OLDEST CASE	OLDEST DOCKET #
A. TOTAL COMPLAINTS PENDING (SAME AS PART II Line 1)	53	42445			
A.1. COMPLAINTS PENDING WRITTEN NOTIFICATION	0	0	0	0	
A.1.a. COMPLAINTS PENDING DECISION TO ACCEPT/DISMISS	8	2058	257.25	1233	
A.2. COMPLAINTS PENDING IN INVESTIGATION	11	3300	300	2067	
A. 2a. COMPLAINTS PENDING 180 DAY INVESTIGATION NOTICE	0	0	0	0	
A.3. COMPLAINTS PENDING IN HEARINGS	31	36589	1180.29	3682	420-2011-00197X
A.4. COMPLAINTS PENDING A FINAL AGENCY ACTION	3	498	166	212	

**PART IX - SUMMARY OF INVESTIGATIONS COMPLETED**

	TOTAL	TOTAL DAYS	AVERAGE
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD	26	4616	177.54
AGENCY INVESTIGATIONS			
A.1. INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL	0	0	0.00
A.1.a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	0	0	0.00
A.1.b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	0	0	0.00
A.1.b.1. TIMELY COMPLETED INVESTIGATIONS	0	0	0.00
A.1.b.2. UNTIMELY COMPLETED INVESTIGATIONS	0	0	0.00
A.1.c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	0.00
A.2. AGENCY INVESTIGATION COSTS	\$0.00		\$0.00
CONTRACT INVESTIGATIONS			
A.3. INVESTIGATIONS COMPLETED BY CONTRACTORS	26	4616	177.54
A.3.a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	15	2088	139.20
A.3.b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	11	2528	229.82
A.3.b.1. TIMELY COMPLETED INVESTIGATIONS	6	1501	250.17
A.3.b.2. UNTIMELY COMPLETED INVESTIGATIONS	5	1027	205.40
A.3.c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	0.00
A.4. CONTRACTOR INVESTIGATION COSTS	\$88,568.57		\$3,406.48

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**PART X - SUMMARY OF ADR PROGRAM ACTIVITIES**  
**INFORMAL PHASE PRE-COMPLAINT**

<b>A. INTENTIONALLY LEFT BLANK</b>				
<b>B. ADR ACTIONS IN COMPLETED/ENDED COUNSELINGS</b>	<b>COUNSELING</b>	<b>INDIVIDUALS</b>		
B.1. ADR OFFERED BY AGENCY	47	46		
B.2. REJECTED BY INDIVIDUAL (COUNSELEE)	14	14		
B.3. INTENTIONALLY LEFT BLANK				
B.4. TOTAL ACCEPTED INTO ADR PROGRAM	33	32		
<b>C. ADR RESOURCES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)</b>	27	26		
C.1. INHOUSE	3	3		
C.2. ANOTHER FEDERAL AGENCY	18	17		
C.3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	0	0		
C.4. MULTIPLE RESOURCES USED (Please specify in a comment box)	0	0		
C.5. FEDERAL EXECUTIVE BOARD	0	0		
C.6.	6	6		
C.7.	0	0		
	<b>COUNSELING</b>	<b>INDIVIDUALS</b>	<b>DAYS</b>	<b>AVERAGE DAYS</b>
<b>D. ADR TECHNIQUES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)</b>	27	26	1822	67.48
D.1. MEDIATION	26	25	1765	67.88
D.2. SETTLEMENT CONFERENCES	1	1	57	57.00
D.3. EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
D.4. FACTFINDING	0	0	0	0.00
D.5. FACILITATION	0	0	0	0.00
D.6. OMBUDSMAN	0	0	0	0.00
D.7. PEER REVIEW	0	0	0	0.00
D.8. MULTIPLE TECHNIQUES USED (Please specify in a comment box)	0	0	0	0.00
D.9.	0	0	0	0.00
D.10.	0	0	0	0.00
<b>E.1. TOTAL CLOSED</b>	33	32	2146	65.03
E.1.a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	3	3	199	66.33
E.1.b. NO FORMAL COMPLAINT FILED	10	10	683	68.30
E.1.c. COMPLAINT FILED				
E.1.c.i. NO RESOLUTION	15	14	990	66.00
E.1.c.ii. NO ADR ATTEMPT (aka Part X.E.1.d)	4	4	203	50.75
E.1.e. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	1	1	71	71.00



ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: USDA Natural Resources Conservation Service

REPORTING PERIOD: FY 2015

**PART XI SUMMARY OF ADR PROGRAM ACTIVITIES**

**FORMAL PHASE: (COMPLAINT FILED)**

B. ADR ACTIONS IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS		
B.1. ADR OFFERED BY AGENCY		11	11		
B.2. REJECTED BY COMPLAINANT		1	1		
B.3. INTENTIONALLY LEFT BLANK					
B.4. TOTAL ACCEPTED INTO ADR PROGRAM		10	10		
C. ADR RESOURCES USED IN COMPLAINT CLOSURES (TOTALS)		8	8		
C.1. INHOUSE		1	1		
C.2. ANOTHER FEDERAL AGENCY		6	6		
C.3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY)		0	0		
C.4. MULTIPLE RESOURCES USED (Please specify in a comment box)		1	1		
C.5. FEDERAL EXECUTIVE BOARD		0	0		
C.6.		0	0		
C.7.		0	0		
D. ADR TECHNIQUES USED IN COMPLAINT CLOSURES (TOTALS)		8	8	DAYS	AVERAGE DAYS
D.1. MEDIATION		3	3	26	8.67
D.2. SETTLEMENT CONFERENCES		5	5	631	126.20
D.3. EARLY NEUTRAL EVALUATIONS		0	0	0	0.00
D.4. FACTFINDING		0	0	0	0.00
D.5. FACILITATION		0	0	0	0.00
D.6. OMBUDSMAN		0	0	0	0.00
D.7. MINI-TRIALS		0	0	0	0.00
D.8. PEER REVIEW		0	0	0	0.00
D.9. MULTIPLE TECHNIQUES USED (Please specify in a comment box)		0	0	0	0.00
D.10.		0	0	0	0.00
D.11.		0	0	0	0.00
E. STATUS OF CASES IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
E.1. TOTAL CLOSED		10	10	811	81.10
E.1.a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)		7	7	729	104.14
E.1.b. WITHDRAWAL FROM EEO PROCESS		0	0	0	0.00
E.1.c. NO RESOLUTION		3	3	82	27.33
E.1.d. NO ADR ATTEMPT		0	0	0	0.00
2. INTENTIONALLY LEFT BLANK					
F. BENEFITS RECEIVED		COMPLAINTS	COMPLAINANTS	AMOUNT	
F.1. MONETARY (INSERT TOTALS)		6	6	\$49,550.00	
F.1.a. COMPENSATORY DAMAGES		1	1	\$0.00	
F.1.b. BACKPAY/FRONTPAY		0	0	\$0.00	
F.1.c. LUMP SUM		6	6	\$32,550.00	
F.1.d. ATTORNEY FEES AND COSTS		2	2	\$17,000.00	
F.1.e.		0	0	\$0.00	
F.2. NON-MONETARY (INSERT TOTALS)		5	5		
F.2.a. HIRES		0	0		
F.2.a.i. RETROACTIVE		0	0		
F.2.a.ii. NON-RETROACTIVE		0	0		
F.2.b. PROMOTIONS		0	0		
F.2.b.i. RETROACTIVE		0	0		
F.2.b.ii. NON-RETROACTIVE		0	0		
F.2.c. EXPUNGEMENTS		1	1		
F.2.d. REASSIGNMENTS		0	0		
F.2.e. REMOVALS RESCINDED		0	0		
F.2.e.i. REINSTATEMENT		0	0		
F.2.e.ii. VOLUNTARY RESIGNATION		0	0		
F.2.f. ACCOMMODATIONS		0	0		
F.2.g. TRAINING		0	0		
F.2.h. APOLOGY		0	0		
F.2.i. DISCIPLINARY ACTIONS		2	2		
F.2.i.i. RESCINDED		2	2		
F.2.i.ii. MODIFIED		0	0		
F.2.j. PERFORMANCE EVALUATION MODIFIED		2	2		
F.2.k. LEAVE RESTORED		1	1		
F.2.l. NEUTRAL REFERENCE		0	0		
F.2.m.		0	0		



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PART XII - SUMMARY OF EEO ADR PROGRAM ACTIVITIES

EEO ADR RESOURCES

A. NO LONGER COLLECTED	
B. EMPLOYEES THAT CAN PARTICIPATE IN EEO ADR	10530
C. RESOURCES THAT MANAGE EEO ADR PROGRAM (DOES NOT INCLUDE NEUTRALS AS REPORTED IN PARTS X. & XI.)	2
C.1. IN-HOUSE FULL TIME (40 HOURS EEO ADR ONLY)	0
C.2. IN-HOUSE PART TIME (32 HOURS EEO ADR ONLY)	0
C.3. IN-HOUSE COLLATERAL DUTY (OTHERS/NON-CONTRACT)	2
C.4. CONTRACT (ANOTHER FEDERAL AGENCY/PRIVATE ORGANIZATIONS)	0
	AMOUNT
D. EEO ADR FUNDING SPENT	\$9,508.00

E. EEO ADR CONTACT INFORMATION

E.1. NAME OF EEO ADR PROGRAM DIRECTOR / MANAGER Sandra M. McWhirter  
E.2. TITLE Chief, Employment Complaints and Resolution Management  
E.3. TELEPHONE NUMBER (301) 504 - 2198  
E.4. EMAIL sandra.mcwhirter@usda.gov

F. EEO ADR PROGRAM INFORMATION

	YES	NO
F.1. Does the agency require the alleged responsible management official to participate in EEO ADR?	X	
F.1a. If yes, is there a written policy requiring the participation?	X	
F.2. Does the alleged responsible management official have a role in deciding if the case is appropriate for EEO ADR?		X

CERTIFICATION AND CONTACT INFORMATION

I certify that the EEO complaint data contained in this report, EEOC Form 462, Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints, for the reporting period October 1, 2014 through September 30, 2015 is accurate and complete.

NAME OF CERTIFYING OFFICIAL: Selina Lee  
TITLE OF CERTIFYING OFFICIAL: Director, Civil Rights Division  
TELEPHONE NUMBER: (301) 504-2180  
E-MAIL: selina.lee@wdc.usda.gov  
SIGNATURE OF CERTIFYING OFFICIAL: \_\_\_\_\_  
(Enter PIN to serve as your electronic signature)  
DATE: 05-11-2015

NAME OF PREPARER: Anita Holland-Spears  
TITLE OF PREPARER: Management Analyst  
TELEPHONE NUMBER: (301) 504-0026  
E-MAIL: anita.holland-spears@wdc.usda.gov  
DATE: 05-11-2015

The FY 2015 Form 462 report must be "Accepted/Finalized" by EEOC by November 2, 2015 to be considered timely.



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### Form 462 Comments

Part Name	COMMENT( expression left   evaluation symbol   expression right   value1   value2   comment )
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**Part I**

D.1 -- On Hand At The Beginning Of The Reporting Period, Counselings (Current year) | = | D.4-- Counselings Pending At The End Of The Reporting Period (Previous Year) | 8 | 11 | The "Filed Formal" date is based upon the postmark date from the complainant. At the time that the FY14 report had been completed, the agency had not yet received the last of the formal filings from complainants.

D.1 -- On Hand At The Beginning Of The Reporting Period, Individuals (Current year) | = | D.4-- Individuals Pending At The End Of The Reporting Period (Previous Year) | 8 | 11 | The "Filed Formal" date is based upon the postmark date from the complainant. At the time that the FY14 report had been completed, the agency had not yet received the last of the formal filings from complainants.

D2e -- Counseling Completed/Ended in Reporting Period that Resulted in Complaint Filing in Reporting Period - Individuals | = | Part II, J | 29 | 31 | NRCS-2014-00080 initial contact was 11/15/13. The case was filed formal on 10/08/14 and had a settlement closure on 02/06/15. This case crossed into the next fiscal year which was 2015. NRCS-2014-00689 initial contact was 06/25/14. The case was filed formal on 10/02/14 and had a settlement closure on 12/20/14. This case crossed into the next fiscal year which was 2015.

D3e -- Counseling Completed/Ended in Reporting Period that Resulted in Complaint Filing in Reporting Period Complaints | = | Part II, B | 30 | 32 | NRCS-2014-00080 initial contact was 11/15/13. The case was filed formal on 10/08/14 and had a settlement closure on 02/06/15. This case crossed into the next fiscal year which was 2015. NRCS-2014-00689 initial contact was 06/25/14. The case was filed formal on 10/02/14 and had a settlement closure on 12/20/14. This case crossed into the next fiscal year which was 2015.

**Part II**

A. -- Complaints On Hand At The Beginning Of The Reporting Period, Complaints (Current Year) | - | I. -- Complaints On Hand At The End Of The Reporting Period (Previous Year) | 67 | 74 | Cases are closed based upon when documents are postmarked, as well as when the EEOC closes cases in hearing. As of the end of the FY14 report filing, the agency did not have the most up-to-date information available to them.

**PART III**

If Part IX.A3>0, Then B.1 (Investigators Contract) + B.1 (Couns/Investig Contract) + B.2 (Investigators Contract) + B.2 (Couns/Investig Contract) | > | 0 | 0 | NRCS does not contract out investigation services. We rely on contractor services under USDA.

**PART XI**

D2 -- Settlement Conferences - Average Days | between | 0 and 100 | 126.2 | 100 | Case number NRCS-2013-00430 Offered ADR 3/21/2014, Accepted ADR 4/21/2014, a Settlement Conference on 10/31/2014, and Ended ADR 11/9/2014 (Signed by parties 11/7/2014 and 11/9/2014).

E1a -- Settlements with Benefits (Monetary & Non-monetary) - Average Days | between | 0 and 100 | 104.142857142857 | 100 | Case number NRCS-2014-00168 Offered ADR 10/03/2014, Accepted ADR 10/27/2014, a Settlement Conference on 2/5/2015, and Ended ADR 3/16/2015.

**Part XI**

If C.4>0, then comment required | N/A | N/A | 1 | 0 | Case number NRCS-2013-00775 Informal ADR Mediation occurred 08/02/2013. Formal ADR Mediation occurred on 01/16/2015 while the case was waiting for an EEOC hearing. The Formal ADR resulted in a Settlement Agreement.